

Conflicts Attorney

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Selendy & Gay is seeking a Conflicts Attorney who will be responsible for supporting new matter intake and attorney/staff hiring by identifying, analyzing, and resolving conflicts of interest in a timely manner. The Conflicts Attorney also drafts waiver letters and provisions of engagement letters, in addition to establishing/enforcing ethical screens, as needed.

The Conflicts Attorney is a critical member of the Firm's Office of the General Counsel, working closely with the Firm's General Counsel to bolster the Firm's Risk Management, Ethics, and Compliance function.

The Conflicts Attorney is highly knowledgeable; exercises exceptional judgment; and serves as a resource both to the General Counsel and to the Firm at large.

Responsibilities:

Responsibilities include, but are not limited to, the following:

- Advising attorneys at the Firm on any information necessary to complete conflict-of-interest checks
- Creating, reviewing, and analyzing conflict-of-interest reports, and identifying any potential conflicts
- Drafting and otherwise preparing conflicts-related summary reports
- Elevating, with proposed solutions in hand, conflicts and/or other issues pertaining to risk management/ethics/compliance to the General Counsel, the Conflicts Partner, and other stakeholders at the Firm
- Working closely with Firm attorneys to ensure prompt and timely resolution of conflicts and other issues
- Drafting and reviewing waiver letters and provisions of engagement letters to ensure that issues pertaining to conflicts/ethical screens are properly addressed
- Establishing and, as appropriate, enforcing ethical screens
- Reviewing the Firm's policies, practices, and procedures to ensure their continuing alignment with the Firm's risk-management/compliance profile

Qualifications:

- J.D. from an accredited law school required
- Must be admitted to practice law in the State of New York; must be in good standing
- Two or more years of relevant experience; prior experience using Intapp to perform conflict checks preferred
- Very strong working knowledge of the New York Rules of Professional Conduct
- Exceptional judgment
- Ability to be discreet and to handle sensitive information/data with the utmost confidentiality
- Ability and drive to search or utilize electronic databases and other tools, platforms, and applications

- Excellent oral and written communication skills; ability to articulate conflicts/other issues clearly, precisely, succinctly, and with appropriate urgency
- Excellent attention to detail
- Excellent analytical, organizational, project management, and problem-solving abilities/skills
- Ability to work effectively and appropriately, both independently and as a member of a larger team
- Ability to interact reliably and effectively, in a manner inspiring confidence, with the Firm's leadership/senior management team
- Ability to keep pace with on-demand, and, often, overlapping conflict requests and other tasks
- Ability/flexibility to work nights/weekends to address conflicts requests and complete other tasks accurately and with appropriate urgency

About the Firm

Selendy & Gay's practice is dedicated to excellence in litigation and investigations. We have gathered talent of the highest caliber—the smartest minds, the most agile courtroom lawyers, and the most creative strategists. By re-thinking law firm structure, operations, and culture, we have also crafted an environment for our teams of professionals to serve our clients' needs with focus and efficiency. Putting our clients first includes learning their businesses to advise proactively and to be ready if crisis strikes. It also means bringing a strongly led, tightly-coordinated combination of talent and resources to each of our client's priorities. Through critical thinking and collaboration, we offer an unmatched plaintiffs' practice combined with a premier defense practice.

How to Apply

Qualified applicants should send a resume and cover letter to staffrecruiting@selendygay.com.