Senior Conflicts Specialist

Selendy Gay is seeking an experienced conflicts professional who is client service-oriented to join its Risk Management team. The Senior Conflicts Specialist will handle conflicts searches, analysis and clearance for new clients, new matters and lateral hires, and support new business intake, client terms review, audit letter preparation, firm growth efforts, the firm's risk programs and ad hoc projects as assigned. The role will help ensure that attorneys and staff comply with ethical rules, firm policies and regulatory requirements.

Key Responsibilities

- Run conflicts searches in Intapp for new clients, new matters, lateral hires and other triggers, including corporate family research.
- Analyze search results, identify potential legal, ethical, business and reputational conflicts, and recommend resolutions such as waivers, consents, ethical screens or scope limits.
- Draft waiver and consent language from firm templates, and escalate complex legal and ethical questions to management and the Office of General Counsel.
- Independently clear routine conflicts and standard waivers within established firm policy; know when to promptly escalate to the Director of Risk Management and the Office of General Counsel.
- Manage your own workload and meet turnaround targets for new business and lateral clearances.
- Review new business intake forms and KYC questionnaires, coordinate partner approvals, and make sure approved conditions are reflected in matter setup.
- Review engagement terms and outside counsel guidelines for conflicts and risk provisions.
- Document analysis and decisions so the record is clear and auditable.
- Support compliance by ensuring adherence to firm and departmental policies on conflict identification, reporting and resolution.
- Support the firm's annual board and outside position survey and periodic matter audits, including reviewing responses and escalating issues.
- Support audit letter preparation by gathering matter and client information.
- Maintain conflicts data quality, including client terms and attorney arrivals and departures.
- Support firm growth efforts by running timely conflicts checks for pitches, proposals and new business opportunities, and helping business teams move new work through intake quickly.
- Serve as a point of contact for conflicts questions from partners, lawyers and business teams, and contribute to training, procedures and process improvements.
- Be part of after-hours coverage rotation to support urgent requests.
- Support ad hoc projects and additional tasks, including process improvement initiatives, assigned from time to time by leadership.

Qualifications

- 5+ years of experience in a law firm conflicts, risk, compliance or new business intake function.

- Strong working knowledge of conflicts of interest, confidentiality and professional responsibility rules, with sound judgment about when to escalate.
- Experience analyzing complex search results and preparing clear, concise recommendations.
- Proven ability to work independently, manage multiple priorities, be a team player, exercise sound judgment, and communicate clearly with firm professionals at all levels.
- Experience implementing and monitoring ethical screens.
- Experience with Intapp Conflicts strongly preferred.
- Experience with complex litigation or bankruptcy conflicts, and reviewing engagement letters or outside counsel guidelines, a plus.
- Excellent writing skills, strong organization and attention to detail, and the ability to manage competing priorities.
- High integrity and discretion with confidential information.

This is a non-exempt position with an annual base salary range of $120,000 to $140,000, commensurate with experience. The firm offers a competitive total rewards package that may include a year-end bonus in addition to base salary, as well as a comprehensive array of benefits and programs that support employees' health, financial well-being, and overall well-being.

If you are interested in applying for this position, please complete an application here.

Selendy Gay PLLC is an Equal Opportunity Employer.