

# Conflicts Analyst

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking a **Conflicts Analyst** in our New York, NY or Houston, TX office. In consultation with and under the supervision and direction of the Firm's Conflicts Counsel, the Conflicts Analyst is primarily responsible for the timely and accurate review and processing of New Business Intake ("NBI") forms and the production of conflicts of interest reports relating to various types of conflicts check requests. Additionally, the Conflicts Analyst will be required to, on a routine basis, maintain and update, as is necessary, the Firm's conflicts database. The Conflicts Analyst also will follow up and address with the responsible billing partners, requesting attorneys and/or their assistants any issues concerning preliminary conflicts checks, NBI submissions and all other miscellaneous conflict check requests. The Conflicts Analyst also will assist in following up with attorneys and/or their assistants to clear any flagged conflicts search results hits.

## **Responsibilities:**

- Generate conflicts search reports with respect to new client submissions, new matters for existing clients, preliminary conflicts checks, pro bono matters, non-billable files, reopening of closed file requests, global client name changes, prospective lateral candidates/new professional hires and all other miscellaneous submissions/conflicts check requests necessitating searches.
- Conduct initial corporate research on New Client submissions and, under certain circumstances, the adverse parties corresponding to and listed on a particular conflicts check request or NBI matter using multiple online sources and various corporate research tools (primarily Capital IQ and Dun & Bradstreet).
- Conduct, when necessary, additional corporate research/family tree affiliations searches (using the same resources described above).
- Carefully, accurately and in a timely manner, review and process, upon receipt, all new NBI submissions for new and existing clients (including generating conflicts reports, conducting any required corporate research on the listed parties to the submission, resolving any noted data entry errors/omissions in the NBI forms, attaching any corresponding documentation such as corporate research, financial reports, waivers, engagement letters, outside counsel guidelines, attorney responses, etc.), and assemble NBI packets for final review and clearance by the Conflicts Counsel.
- Assist with clearance of flagged potential conflicts for prospective matters, new file submissions and potential new professional hires.
- Summarize, upon request, any issues or potentially problematic hits based on generated conflicts search report results.
- Research, upon request, various print and online resources so as to help identify and resolve potential conflicts.

- Document, track and keep a record of all assigned and subsequently cleared/approved conflicts clearance projects/matters.
- Assist the Conflicts Attorneys and/or Firm Counsel, on an as requested basis, in the drafting of screening memoranda (and, if necessary, the subsequent implementation and maintenance of ethical walls), engagement letters and/or waivers.
- Create, track and document all existing and new special conflicts watch-list notices.
- Track and document the receipt of all executed engagement letters and advance waivers.
- In addition to maintaining and updating the Firm's conflicts database/conflicts management system, assist in the further development and maintenance of an internal electronic repository containing important and confidential client file information as well as information on all corresponding parties to the subject client files/engagements.
- Work closely with the Firm's Records and Accounting/Billing Departments to ensure that the conflicts database matches the records and accounting databases.
- Perform other miscellaneous tasks as may be assigned.

**Qualifications/Requirements:**

- Bachelor's Degree and 3+ years of related conflicts research and/or risk management experience, preferably gained with a law firm; law school graduates are welcome to apply.
- Working knowledge of the ABA Model Rules of Professional Conduct is highly preferred, but not required. A working understanding of corporate parent/subsidiary relationships and the implication(s) of corporate affiliations with respect to conflicts analysis.
- Willingness to learn various ethics and conflicts-related rules and principles is required. Experience with Intapp is desirable. Experience with automated/electronic conflicts of interest management/checking systems (and running and filtering conflicts searches under same) is preferred.
- Experience with conducting corporate family tree research via Internet and print sources as well as through various online company research outlets/tools. Experience with researching and gathering corporate affiliation/parent-subsubsidiary information through public filings such as annual reports and proxy statements.
- Ability to synthesize and report on a large flow of information and document and keep accurate and up-to-date records in an electronic format.
- Strong interpersonal and oral communication skills as well as the ability to interact with and form good working relationships with employees at all levels of the Firm while operating in a remote capacity.
- Effective email communication with the Firm's Conflicts Attorneys on a sophisticated and substantive level with respect to the review and analysis of conflict reports.
- Strong computer, research, analytical, and proofreading skills.
- Willingness to use and develop sound professional judgement with respect to the clearance of conflicts and opening of matters.

- Strong organizational and time management skills and exceptional attention to detail.
- Ability to work expeditiously under pressure, meet tight deadlines and be consistently client focused.
- An understanding and appreciation of the various business-related issues that are involved with conflicts analysis at an international law firm.
- Ability and willingness to work in a team-oriented culture/environment.
- Proficiency in Outlook and MS Office Suite products.
- Willingness to work outside of normal business hours when necessary.

The salary range displayed is specifically for those potential hires who will work or reside in New York City if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) for example. New York City Salary Range: Low: \$90,000 High: \$105,000.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kellydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

Apply [Here](#)