

Kasowitz Job Description

Job Title: Conflicts Analyst
Location: Conflicts Department, New York Office
Reports to: Managing Attorney & Counsel
Hours: Monday – Friday, 10:00 am-6:00 pm, Non-exempt

For consideration, please send resume and cover letter to HR-resumes@kasowitz.com.

Overview:

Kasowitz Benson Torres LLP is seeking a Conflicts Analyst for our Conflicts Department in our New York office. This position will be part of our team of attorneys, paralegals and support staff providing a high level of service to both internal and external clients. The Conflicts Analyst is responsible for providing Conflict of Interest searches regarding new business, lateral and new attorney hire searches, non-legal hire searches, stock transactions and marketing purposes. The Conflicts Analyst would also be responsible for processing the Firm's new matter forms.

The Conflicts Analyst will report to the Managing Attorney & Counsel on the following job functions:

Duties and Responsibilities:

- Perform conflict of interest searches for Attorneys and Administrative staff members
- Conduct research in the Firm's internal and external databases on individual and corporate names for the purpose of determining any organizational relationships applicable to the search
- Provide telephone assistance and respond to inquiries from Attorneys/Admin regarding conflict of interest checks, client/matter status and end-user system support
- Perform various back-end duties, such as filing, scanning and linking matter information in Legalkey
- Distribute daily Preliminary Search and New Matter End of Day reports
- Review documents submitted for new client and existing client/matter acceptance
- Ensure all firm policies and procedures are accurately followed before any new clients or matters are opened
- Assist in data maintenance projects to ensure the accuracy of the firm's conflicts system

Qualifications and Requirements:

- Bachelor's degree required
- At least 3 years of conflicts experience in the legal industry
- Working knowledge of Legalkey, proficiency in Microsoft Office Suite, and proven aptitude to learn new software applications
- Interpersonal communication skills necessary to maintain effective relationships with partners, attorneys, clients and staff and ability to interact with all levels of personnel in a professional manner
- Experience working in a professional or legal office environment
- Strong computer, research, analytical, and proofreading skills

- Strong oral and written communication skills to solicit and communicate information effectively and professionally
- Strong organizational skills and attention to detail
- Ability to work in a team atmosphere
- Ability to prioritize multiple tasks and work in a fast-paced environment

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Kasowitz Benson Torres LLP is an equal opportunity employer. All applicants will be considered without regard to race, creed, color, religion, sex, age, national origin, citizenship status or alienage, disability, pregnancy or related medical issue, military or qualified veteran status, familial status, marital status, partnership status, sexual orientation, gender, including gender identity, gender expression or transition status, genetic predisposition or carrier status, status as a victim of domestic violence, stalking and/or sex offenses or any other basis protected by applicable federal, state and local laws. Each individual has the right to work in a professional environment that promotes equal opportunities and prohibits discriminatory practices. Kasowitz does not discriminate and prohibits harassment on the basis of any such protected characteristic.