Conflicts Analyst

San Francisco

**POSITION SUMMARY & REPORTING RELATIONSHIP:**

This position includes, but is not limited to, new business intake, processing conflict checks and lateral hiring, advising of potential conflicts of interest, opening new matters, producing various reports, and providing support to additional admin groups as needed.

**POSITION RESPONSIBILITIES:**

Process conflict requests including, but not limited to:

* Reviewing conflict reports, identifying potential conflicts issues, and summarizing the conflicts results in writing.
* Monitoring and responding to Conflicts requests in a timely fashion.
* Conducting accurate research relating to the identification of possible conflicts issues, including determining if relevant matters have been closed, ascertaining the nature of the entity’s role in a matter, retrieving any existing waivers, and identifying affiliate relationships of corporate entities.
* Perform conflicts checks for new business, new hires, laterals, and temporary employees. Communicate with candidates to clarify and confirm work and employment information provided is accurate.
* Performing data entry and maintenance of data in several databases for new matters. Includes creation of ethical walls and publication of new matters.
* Reviewing new business paperwork, retainers, waivers and Outside Counsel Guidelines for the required components, dissemination of the same, and creation of reminders for follow up where Close cases in database as requested and notify appropriate administrative departments of closures.

**DESIRED QUALIFICATIONS:**

* Meticulous attention to detail.
* Solid ability to multitask competently.
* Use good judgment to make sound decisions, while maintaining a customer service-oriented manner.
* A team player with solid interpersonal, communication and writing skills.
* Strong analytical and organizational skills required.
* Capable of keeping confidential all information, observations, or viewpoints regarding firm business matters.
* Knowledge of basic legal concepts and familiarity with litigation documents.
* Proven ability to operate at all levels within an organization.
* Able to work overtime, as needed.
* BS or BA degree preferred; equivalent work experience may be substituted.
* Prior Law Firm Conflicts and/or New Business Intake experience required.
* LegalKey, 3E (Elite) and/or IntApp experience would be desirable.
* Minimum 3 years of prior Conflicts analyst experience.

**About Keker, Van Nest & Peters**

For more than 40 years, Keker, Van Nest & Peters has litigated complex, high-stakes civil and criminal cases throughout the nation. We take cases where companies, products, and careers are riding on the result. Our clients are high-profile individuals, as well as some of the world’s most successful companies, including Genentech, Google, Instacart, Major League Baseball, Meta, Netflix, Lyft, and Qualcomm. Recently we have been named as *The Recorder’s* Tech Litigation Department of the Year and *The American Lawyer’s* Litigation Boutique of the Year, among many additional prestigious recognitions. The firm not only prides itself on its record of success at trial, but in the office culture it maintains.

Our firm’s hybrid work policy includes 3 days in-office work and 2 days remote work weekly. Our office, in the historic Jackson Square district of San Francisco, features brick and timber architecture, an eclectic modern art collection, and an open-door policy. The office environment is fast-paced, dynamic, and informal. Enjoy the camaraderie of a smaller firm that values each team member’s contributions. Salaries and benefits are competitive with the legal market. If this sounds like a good fit, we are excited to hear from you. Please email resumes to Jeanne Freed, Human Resources Manager, staff[recruiting@keker.com](mailto:recruiting@keker.com).

The salary for this California based role is $75,000 - $90,000 DOE and represents the firm’s good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend on several factors, including but not limited to, the candidate’s years of experience, qualifications, and skill set.

*Keker Van Nest & Peters LLP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression,**reproductive health decision-making or any other characteristic protected by federal, state, or local laws.  This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*