

Conflicts Analyst

REPORTS TO: Records & Risk Manager	DATE: 06/03/25
DEPARTMENT: Conflicts & New Business	FLSA STATUS: Non-Exempt
LOCATION: San Francisco, CA	JOB STATUS: Regular, Full-time

Keker, Van Nest & Peters LLP is seeking a Conflicts Analyst to support the firm's risk management and new business intake functions by conducting thorough conflict of interest checks related to new client matters and lateral attorney hiring. This role involves gathering and analyzing relevant information, reviewing new matter requests, identifying, and advising on potential conflicts, and assisting in their resolution. The Conflicts Analyst also contributes to opening new matters, generating reports, and providing administrative support to other departments as needed.

Key Responsibilities:

- Creates, reviews, interprets, and summarizes conflicts report results and demonstrates sound analysis of conflicts issues.
- Conducts accurate research to identify potential or actual conflicts posed by new work or new hires. For example, determining if matters have been closed, ascertaining the nature of an entity's role in a matter, retrieving any existing conflicts waivers, and identifying affiliate relationships of corporate entities.
- Actively consults and advises Firm attorneys regarding conflicts clearance, and documents or audits steps taken to clear any conflicts.
- Performs searches of external and internal databases for pertinent information on prospective clients and related parties, and subsequently enters new information into the Conflicts and Accounting databases.
- Triage New, Lateral and Summer Associate hire requests, including communicating with candidates, to clarify and confirm that work and employment information provided is accurate.
- Maintains the conflicts database with appropriate information about firm clients and matters, client subsidiaries and affiliates, related parties, etc. Enters information obtained during the conflicts clearance process in the conflicts

database documenting the resolution of conflicts and any waivers, where necessary. Close cases in database as requested and notifies appropriate administrative departments of closures.

- Monitors and responds to Conflicts requests in a timely fashion.
- Assists with special projects as assigned.

Required Skills and Experience:

- BS or BA degree preferred; equivalent work experience may be substituted.
- 5+ years of previous law firm conflicts experience is desired.
- Solid understanding of legal conflicts and related ethical rules.
- Knowledge of basic litigation legal concepts and familiarity with litigation documents.
- Capable of keeping confidential all information, observations, or viewpoints regarding firm business matters.
- Adept at using Microsoft Suite – Word, PowerPoint, Excel. Previous experience with Intapp, LegalKey or Elite databases strongly preferred.
- Strong analytical, critical thinking and organizational skills.
- Proven ability to operate at all levels within an organization.
- Ability to accept direction and constructive feedback.
- Ability to take ownership and work independently to resolve issues.
- Works under moderate supervision.

Required Soft Skills:

- Solid ability to multitask competently and pay close attention to details.
- A team player with solid interpersonal, communication and writing skills.
- Excellent decision-making skills and demonstrated ability to think on your feet.
- Excellent people skills – ability to work in a team oriented and collaborative environment.
- Excellent customer service skills and proficiencies.

Work Environment:

- Full-time, with overtime as business needs require.
- The position is a hybrid role, working from our San Francisco office a minimum of two days per week, and working remotely three days per week.

Compensation and Classification:

- Salary Range: \$85,000 – \$102,000 (dependent on experience and qualifications).
- Exempt Status: This position is non-exempt.

About Keker, Van Nest & Peters

For more than 40 years, Keker, Van Nest & Peters LLP 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 Dexcom, Google, Genentech, Lyft, Meta, Netflix, OpenAI, 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 in its record of success at trial, but in the office culture it maintains.

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. We offer competitive compensation and comprehensive benefits, including medical/dental/vision/life/and AD&D insurance, 401(k) savings plan, back-up childcare and eldercare, generous paid time off (PTO), as well as opportunities for professional development and growth. If this sounds like a good fit, we are excited to hear from you.

Keker, Van Nest & Peters LLP is committed to providing all of its employees equal opportunity in any and all employment without regard to race, creed, religion, color, national origin, ancestry, sex, age, marital status, medical condition, disability, or sexual orientation as required by law.