

Conflicts Research Assistant

Conflicts Department

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Qualifications:

- Demonstrated attention to detail.
- Superior writing and analytical skills.
- Excellent communication, organizational, and interpersonal skills.
- Demonstrated ability to work well under pressure, prioritize multiple tasks and work efficiently both in teams and independently.
- Experience with the use of the internet for serious research.
- General familiarity with corporate structures.
- Ability to learn new software quickly.

4-year degree from an accredited college or university, or equivalent combination of education and related experience.

Duties and Responsibilities:

- Runs thorough and accurate conflicts reports in connection with the intake of new business or new hires to the Firm. This includes:
 - conducting extensive corporate research using multiple software tools and the internet.
 - liaising with lawyers and secretaries to obtain a complete set of information about incoming work, such as identifying parties and the nature of the matter.
 - crafting appropriate search terms when all corporate and individual names are gathered, running searches in the Firm's proprietary database and filtering results for relevance.
- Composes concise, accurate, and organized reports of research results to attorneys and others in a timely manner.
- Assists in the maintenance of a confidential internal database of information about firm clients and all related parties to specific matters.
- Provides on-call coverage on weekends and holidays as needed.

Performs other duties as assigned.

Status: Non-Exempt

Reports To: Conflicts Supervisor

Workplace Type: Hybrid as needed

Salary range of \$66,000 - \$100,500 based on geography and experience level.

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