

# 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 lawyers 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.
- Performs other duties as assigned.

**Status:** Non-Exempt

**Reports To:** Conflicts Supervisor

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