

Davis Polk

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Job Description

Job Title	Analyst, Conflicts
Location	New York
Department	Conflicts
Reports to	Manager, Conflicts
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm <u>or</u> 10:00 am – 6:00 pm (overtime as required)
Position Summary	The Analyst, Conflicts conducts conflict of interest searches for all Davis Polk offices using iManage Conflicts Management (ICM).
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">– Conduct conflict of interest searches for all offices– Check and provide feedback on conflict searches when done by staff other than Record Center– Perform extensive research using multiple sources on-line– Review and process new matter memoranda– Update and maintain standard party/corporate family links in conflicts database– Perform special projects as required– Provide on-call coverage when assigned
Qualifications/Position Requirements	<ul style="list-style-type: none">– Experience with iManage Conflicts Management (ICM) is required– Familiarity with major on-line databases and business resources and proactive in maintaining skill level– Must be analytical and detail oriented– Thorough knowledge of corporate business structures, corporate family trees and corporate affiliations– Ability to work independently in fast-paced environment– Ability to comfortably interact with attorneys and staff– Excellent communication and organizational skills

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Education and/or Experience	<ul style="list-style-type: none">— College degree preferred, MLS degree a plus— Previous experience as a conflicts analyst, preferably at a major law firm, preferred— Research skills and/or library background also preferred
Compensation	Commensurate with experience
To Apply	Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.