

brownrudnick

Title:	Conflicts & Risk Analyst
Department:	Finance Department
Office:	Boston, New York, Washington, DC, or Orange County
Reporting Structure:	Supervisor, Conflicts & Intake
Status:	Exempt

The Finance Department has an immediate opening for a Conflicts & Risk Analyst in either our Boston, New York, Washington, DC, or Orange County office. We are looking for a detail oriented professional to help facilitate all aspects of the firm's client / matter intake processes and procedures. The position will report to the Supervisor, Conflicts & Intake.

Responsibilities:

- Research, identify and assist in resolving conflicts of interest for new clients and matters, as well as for new hires, attorney surveys, marketing requests and additional parties on existing matters;
- Assist in due diligence reviews for financial and compliance purposes;
- Conduct thorough reviews of and track workflow of intake forms and engagement letters;
- Assist in opening and maintaining client/matter files;
- Development and delivery of staff training on intake process and procedures;
- Assist with the development, documentation, and implementation of formal guidelines detailing intake and conflict processes and procedures; and
- Other related tasks as so required.

Qualifications:

- Bachelor's degree required.
- Minimum of 3 years of legal intake and conflicts experience required in a high volume automated environment or equivalent experience as a legal professional or JD.
- Ideally the candidate would have knowledge of US ethical rules of professional conduct as they relate to conflicts of interest.
- Computer skills including, but not limited to, legal accounting/billing systems, familiarity with web based research for conflict checking purposes, knowledge of databases and accurate typing skills. Familiarity with Aderant Expert strongly preferred.
- Strong customer service and interpersonal skills
- Excellent written and oral communication skills.

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- Attention to detail, ability to prioritize assignments and move quickly from one to another.
- Ability to work extended hours on a short-term and limited basis to accommodate short-term activity spikes and urgent requests.
- Team player.

Brown Rudnick is an Equal Opportunity Employer.