



The Opportunity: Conflict Resolution Attorney

Conflict Resolution Attorneys support the delivery of quality legal services to clients through accurate and consistent conflict clearance and resolution. They develop appropriate disclosure and conflict waiver letters or disclosure and waiver language for insertion in engagement letters. They also respond to questions regarding the conflict and waiver process and assist with problem resolution.

This position is based in San Francisco, CA but may be a hybrid position or a fully remote position in CA.

The Day-to-Day:

- Reviews conflicts search results for new business and new hires to fully vet and resolve potential “hits” for conflicts clearance. Interfaces with attorneys and Professional Standard Committee Chair as appropriate.
- Works with Conflicts Analysts to redirect search as appropriate to obtain enhanced results.
- Determines the need for disclosures and ethical walls.
- Develops appropriate disclosure and conflict waiver letters or disclosure and waiver language for insertion in engagement letters.
- Manages the Walls program for ethical wall and confidentiality screen compliance.
- Oversees the OCG approval process and works with appropriate Admin Department Managers, Professional Standards Committee and Time and Billing Supervisor to formulate a consolidated, concise response to the requestor. Provides direction and options regarding items of concern regarding OCG compliance.
- Assists with ongoing training and education to secretaries and attorneys with regard to understanding clients, parties and party relationships.
- Supports the Director of Intake and Risk in the monthly preparation and reporting to attorneys and secretaries on matter and engagement letter status; updates database notes and tracks progress.
- Collects updates received from attorneys regarding the automatic distribution of the “Weekly Conflicts Report” report; follows-through regarding questions or discrepancies.



- Enhances information management and database accuracy, working closely with other members of the New Business department.
- The Conflict Resolution Attorneys work collaboratively to support daily operations in the NBD and provide coverage in conflict searches, clearance and other routine NBD duties when other team members are absent.

Requirements:

Experience:

Conflicts Resolution Attorneys are required to have prior experience practicing law and law firm experience clearing and resolving conflicts, and preparing conflicts waivers.

Education:

College degree and JD; Current active licensed member of a state bar, California preferred.

Knowledge, Skills and Abilities:

- High-level of knowledge regarding the Rules of Professional Conduct and requirements as they pertain to fiduciary duties and conflicts, familiarity with key elements of conflict clearance and law firm business intake requirements.
- Proficient in the use of MS Office Suite of software (Word, Outlook, Excel and PowerPoint) and pdfs.
- Familiarity with automated law firm conflicts software and ability to attain an advanced knowledge of programs used by the firm (Aderant, iManage Conflict Manager, and InTapp Walls) and use of web-based search engines.
- Excellent communication skills, both written and verbal. Strong leadership or management skills.
- Ability to work effectively within a team environment and to work proactively.
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently and meet deadlines.
- Strong organizational skills, interpersonal skills, and attention to detail.

Please apply by sending your resume and cover letter to careers@fbm.com.



What We Provide:

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides competitive salary and excellent benefits including comprehensive, medical, dental, vision, generous PTO, educational reimbursement and charitable contribution matching. The annual base compensation range for this California position is between \$125,000 and \$190,000. Placement within the salary range depends upon a number of factors including years of experience and professional skills required for this role. Additional compensation may include a discretionary bonus, health and welfare benefits, PTO, leave, paid holidays and retirement plan benefits.

At Farella, we recognize that the contributions, individuality and diversity of all of our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for many years been named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*, and placed #1 in our size category in 2023. We ranked the #4 Best Midsize Law Firm to Work For in the United States by Vault.

Who We Are:

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands, have driven our



growth and evolution. Nimbleness and opportunistic management have propelled our success through 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high-quality work. Farella has successfully fused the quality, experience and resources of large firms with the relationship, flexibility and personal attention associated with a mid-sized firm.

Commitment to Diversity, Equality + Inclusion

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

Recognition

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List.

Green Business

In 2006, Farella was the first major law firm in San Francisco to obtain certification as a green business by the San Francisco Green Business Program, recognizing the firm for meeting the program's stringent environmental standards. We received our fourth Green Business certification in 2020.

Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion,



creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.

Farella is an Equal Opportunity Employer