



The Opportunity: Conflicts Analyst

The **Conflicts Analyst** supports the delivery of quality legal services to clients by ensuring that the full administrative process for the intake of new matters is completed, including conflict clearance through accurate and thorough searching of parties for potential conflicts of interest.

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:

- Identifies and analyzes potential risk considerations associated with new client and matter openings.
- Reviews conflict requests for completeness and accuracy, conducting corporate structure research as needed to verify and supplement party information.
- Conducts conflict searches within the Firm's databases in support of new business intake, lateral hiring, and business development initiatives.
- Collaborates with Conflicts Attorneys and Firm personnel to resolve questions and clarify client and party information.
- Maintains the conflicts database, ensuring accurate and complete documentation of legal and business conflicts.
- Reviews client engagement agreements to confirm compliance with Firm templates and standards and provides relevant information and analysis to support the Business Intake Committee in evaluating and approving new client and matter requests.
- Tracks, monitors and follows up on outstanding intake requests and documentation, including engagement letters, Outside Counsel Guidelines, and conflict waivers and ensures all intake documents are properly profiled in accordance with Firm procedures.
- Processes and manages requests to update or modify client and matter information, ensuring accuracy and completeness.



Requirements:

Experience:

Conflicts Analysts are required to have a minimum of two (2) years prior law firm conflicts and new business intake experience.

Education:

High school diploma or GED required. College degree desirable.

Knowledge, Skills and Abilities:

- Solid understanding of the key elements of conflict clearance and law firm new business intake requirements.
- Proficient in the use of MS Office Suite software (Word and Outlook).
- Familiarity with automated law firm conflicts and risk management applications and ability to attain an advanced knowledge of programs used by the firm (Aderant Sierra, iManage Conflict Manager and iManage Security Policy Manager) and use of corporate research resources (including CapitalIQ).
- Excellent communication skills, both written and verbal.
- 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.
- Demonstrate sound judgment and ability to maintain strict confidentiality in handling sensitive information.

To apply, please submit a cover letter, resume, and complete the application at: <https://us242.dayforcehcm.com/CandidatePortal/en-US/farella>



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 expected to be between \$68,000 and \$102,000. Placement within the salary range depends upon a number of factors including years of experience and professional skills required for this role. All levels encouraged to apply. 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 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*. We are ranked on the Best Midsize Law Firm to Work For in the United States list by Vault.

Who We Are:

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Please see our website www.fbm.com for more information about our practice as well as what makes Farella a special place including:

Our Commitment to the Community in Which We Live and Work
Recognition
Green Business

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.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Farella is an Equal Opportunity Employer