

# Davis Polk

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## Job Description

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<b>Job Title</b>	Junior Conflicts Analyst
<b>Location</b>	New York
<b>Department</b>	Conflicts
<b>Reports to</b>	Conflicts Manager
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday through Friday, 10:00 am to 6:00 pm
<b>Position Summary</b>	The Junior Conflicts Analyst conducts conflict of interest searches for all Davis Polk offices using LegalKey.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Conduct conflict of interest searches for all offices</li><li>• Check and provide feedback on conflict searches when done by coverage team.</li><li>• Perform extensive research using multiple sources on-line</li><li>• Review and process new matter memoranda</li><li>• Update and maintain standard party/corporate family links in conflicts database</li><li>• Perform special projects as required</li><li>• Provide on-call coverage when assigned</li></ul>
<b>Qualifications/Position Requirements</b>	<ul style="list-style-type: none"><li>• Experience with Elegrity, LegalKEY 4.20 is a plus,</li><li>• Familiarity with major on-line databases and business resources and proactive in maintaining skill level</li><li>• Must be analytical and detail oriented</li><li>• Thorough knowledge of corporate business structures, corporate family trees and corporate affiliations</li><li>• Ability to work independently in fast-paced environment</li><li>• Ability to comfortably interact with attorneys and staff</li></ul>

**Education and/or Experience**

- Excellent communication and organizational skills
- College degree referred
- MLS degree a plus
- Research skills and/or library background also preferred
- Previous experience as a conflicts analyst, preferably at a major law firm

**Compensation**

Commensurate with years of experience.

**To Apply**

Send cover letter and resume to Amanda Parthenis, Senior Human Resources Specialist, [amanda.parthenis@davispolk.com](mailto:amanda.parthenis@davispolk.com)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.