

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	Tuesday through Saturday, 10:00 am to 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 new hires for all offices• Perform extensive research using multiple on-line sources• Provide assistance with new matters and new business transactions• 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 a plus• 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
- Ability to be flexible with time and work schedule to meet demands

Education and/or Experience

- 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

Please send cover letter and resume 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.