
Conflicts Clerk

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

We are currently seeking a **Conflicts Clerk** to join our team.

ROLE DESCRIPTION

Under the supervision of the Director, Knowledge Management, the **Conflicts Clerk** will assist the Conflicts Specialist in ensuring the firm prevents conflicts of interests with its clients. Working closely with the Conflicts Specialist and Conflicts Partner, this position performs conflict checks, analyzes, and reports conflict results using our new conflicts system.

ROLES & RESPONSIBILITIES

Conflict Searching

- Establishing and conducting conflicts of interest searches and processes, ensuring entities are correctly identified for conflict searching.
- Preparing conflict search results reports summarizing and filtering results information
- Assist in Conflicts Data clean-up related to the next phase of Intapp Conflicts.
- Assist in design and implementation of next phase of Intapp Conflicts and Intapp Walls, including user testing and training
- Assisting in conducting semi-annual audits on conflict procedures to ensure proper procedures are followed.

Ethical Screens

- Answering access questions related to Ethical Screens/Confidential Matters.
- Creating and maintaining the firm's Ethical Screens processes.
- Working with IT to ensure Ethical Screens are carried out and updates to conflicts databases are completed.

Matter Opening and Closing

- Working with Lawyers, Legal Assistants and the Matter Opening Assistant to open new matters as part of New Business Intake.
- Ensuring correct metadata is added to new client files to assist with future conflict searches in addition to other processes.
- Working with Records Management, Accounting and the Matter Opening Assistant to ensure the closing of matters is in accordance with the firm's procedures.

EDUCATION & EXPERIENCE

- Post-secondary degree, diploma, or certificate.
- 1-2 years working in a legal environment in a conflict role capacity preferred.
- Experience with Intapp Conflicts and/or Intapp Walls technologies desirable.
- Experience with Document Management systems preferred.
- Experience in New Business Intake desirable.

KEY SKILLS & CHARACTERISTICS

- High aptitude and enthusiastic adopter of new technology in law firm environment.
- Team focused with strong ability to work with others including the firm's other business functions; Process Improvement and Project Management, Knowledge Management, Records Management, Information Technology and Accounting; balancing individual and function priorities and responsibilities.
- Excellent interpersonal & communication skills to collaborate with law professionals at all levels.
- Proficiency in MS Word and Excel.
- Advanced research and problem-solving skills with the ability to conduct conflict of interest searches and exercise judgment to resolve any related issues in a timely manner.
- Experience in database searching and interpreting data.
- Strong attention to detail.

OTHER INFORMATION

- **Reporting Details:** Director, Knowledge Management
- **Hours of Work:** Overtime is to be expected from time to time, including as part of the Conflicts on-call team.

WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity, and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. We have developed several award-winning and forward-thinking initiatives, including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on www.litigate.com.

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests and questions to [Human Resources](#).

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