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## Conflicts Clerk

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Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing exclusively on litigation and advocacy our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation. We are currently seeking a Conflicts Clerk to join our team.

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, this position performs conflict checks, analyzes and reports conflict results along with assisting in the new conflicts system project.

### WHAT DIFFERENTIATES US?

We are committed to excellence – today and in the future – for ourselves and for our clients. We have a sophisticated and growing business team that includes professionals in several disciplines such as marketing, business development, pricing, process improvement, knowledge management, human resources, professional development, client operations, and strategic planning.

We are committed to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. 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](http://www.litigate.com).

### ROLES & RESPONSIBILITIES

#### Conflict Searching

- Assist in implementation of Intapp Conflicts and Intapp Walls projects
  - Testing and maintaining of the new conflicts technologies
  - Implementing new processes, policies and procedures with respect to these new technologies
- Assist in Conflicts Data clean-up related to the implementation of Intapp Conflicts
- Establishing and conducting conflicts of interest searches and processes
  - Ensure entities are correctly identified for conflict searching
- Preparing conflict search results reports summarizing and filtering results information

- Assist in conducting semi-annual audits on conflict procedures to ensure proper procedures are followed

#### **Ethical Screens**

- Answer 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 that 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

#### **Other Duties**

- Managing and maintaining the firm's client engagement letters and templates, attaching rates and building into letters
- Administering the firm's Restricted Trading List to ensure compliance including reporting potential breaches to the firm's Compliance Officer
- May perform searches of public companies with the view to adding to List
- Works with firm's security officers with respect to public companies additions and updating the Restricted List if matters close to remove those that can be taken off the List

#### **EDUCATION & EXPERIENCE**

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

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 eq*

*uity 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 [Lynsey Clement](#) (Specialist, Human Resources).*