
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 and business professionals. Learn more at litigate.com.

Lenczner Slaght is currently seeking a **Conflicts Clerk**.

ROLE DESCRIPTION

Reporting to the Manager, Finance and working in close collaboration with the Conflicts and Matter Opening team, the Conflicts Clerk is responsible for conducting daily conflict searches and managing ethical walls using the firm's Intapp database. This role requires participation in after-hours support coverage to address ad hoc or urgent requests outside of standard business hours. Additional responsibilities include supporting matter opening processes and contributing to team initiatives aimed at identifying and implementing process improvements.

ROLES & RESPONSIBILITIES

Conflict Searching

- Collaborate with the Conflicts team to manage the conflicts inbox, ensuring timely responses to firm members and providing support for general inquiries.
- Conduct conflict searches by reviewing submitted party names, applying appropriate search strategies, and resolving irrelevant results in accordance with firm policies and procedures.
- Prepare and distribute conflict search reports to lawyers, linking them to new business intake requests when applicable.
- Maintain accurate and up-to-date records in the firm's Intapp database related to conflicts, ethical walls, and intake processes.
- Assist with regular audits to ensure adherence to best practices and compliance standards.
- Participating in paid after-hours conflicts support as part of a rotating schedule with other team members. Coverage includes weekdays from 5:00 PM to 9:00 PM, and weekends and holidays from 10:00 AM to 5:00 PM.

Ethical Screens

- Create and maintain ethical screens to ensure screens are properly implemented and completed in a timely manner.
- Respond to general inquiries from firm members, providing clear and helpful support as needed.

Matter Opening, Closing and Maintenance

- Provide backup support for new business intake activities, including assisting lawyers and legal assistants with opening and closing matters. Ensure accurate information is captured and entered for new clients and matters, and collaborate with the Finance and IT teams as needed.

- Provide backup support for limitation date tracking, including follow-ups to ensure deadlines are monitored and addressed in a timely manner.
- Provide backup support with respect to the firm's Restricted Trading List to ensure compliance. Works with the firm's Security Officers regarding public company updates and removes companies from the Restricted Trading List when matters have closed.

Other duties will be assigned as needed.

EDUCATION & EXPERIENCE

- Post-secondary degree, diploma or certificate.
- 1-2 years working in a legal environment in a conflict role capacity.
- Experience in database searching and interpreting data.
- Experience with Intapp Conflicts and/or Intapp Walls technologies is desirable.
- Experience in New Business Intake is desirable.

KEY SKILLS & CHARACTERISTICS

- 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.
- Advanced proficiency in MS Office (Outlook, Word, Excel, PowerPoint) is required.
- Comfortable with and enthusiastic adopter of new technology in law firm environment.
- A team player with a keen ability to adapt and respond appropriately in various situations.
- Superior communication skills (both written and verbal) including the ability to effectively interact with firm members at all levels.
- Excellent organizational skills, self-motivated, and able to manage a high-volume of tasks.
- Driven to learn, grow, and achieve results.
- Exceptional client service skills.
- Strong attention to detail.
- Ability to generate creative and innovative ideas.
- Maintains professionalism, confidentiality, and operates with discretion.

OTHER INFORMATION

- **Reporting Details:** Reports directly to Manager, Finance.
- **Hours of Work:** 9:00 am to 5:00 pm or other mutually agreeable hours of work.
 - This role will be expected to participate in a rotating on-call schedule.
 - Overtime may be required from time to time.
- **Work Arrangement:** This role is fully remote in accordance with the firm's current policy, which may be amended at any time. Firm members with fully remote roles should expect that from time to time they will be asked to attend the office in person and can be in office within 24 hours' notice as required.

WHAT DIFFERENTIATES US?

We're expert litigators. Our experience is why people turn to us in the most difficult situations. We have done tens of thousands of cases, thousands of hearings, and hundreds of trials and arbitrations for our clients. Litigation is our passion and focus.

We're bold innovators. As deep thinkers and problem solvers, every person at our firm can envision, plan and execute big ideas. If it hasn't been done before, we aren't afraid to be the first. See our award-winning programs: ReferToHer™, Commercialist.com, and Data-Driven Decisions.

We're team players. We are a firm with deep values, centered around our commitment to excellence and winning. We promote supportive, collaborative working relationships. We know the power of our people and we intend to harness that for the benefit of our firm, our clients, and our industry.

We're future focused. To remain number one, we recruit and develop top talent – this includes lawyers and non-lawyer alike. We attract the best clients and work on the best cases. We live our values. We professionalize our business. And we implement big, bold ideas. In short, we're prepared for the future and committed to success.

We're diverse thinkers. We are committed to equity, diversity and inclusion because our varied perspectives, backgrounds, identities, and cultures are our greatest assets – it enhances our collaboration, problem-solving, and litigation strategy. That's what gives us an edge with our clients.

We're award winners. We're driven to be number one for our clients and for ourselves. We have been recognized by Lexpert as the #1 firm in Toronto for Litigation for 22 consecutive years and are ranked top-tier by world-renown directory, Chambers Canada. We strive for excellence in everything we do.

HOW TO APPLY

Qualified candidates are asked to submit their cover letter and resume to Isabelle Naraine (Director, Human Resources) [here](#).

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from candidates with diverse backgrounds. We are committed to advancing inclusion, diversity, equity and accessibility in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all questions, including requests for accommodation, to [Human Resources](#).