Conflicts Analyst

Kirkpatrick & Lockhart Nicholson Graham invites you to challenge us. An international law firm with more than 1000 lawyers in twelve offices nationwide and in the UK has a position available in its Pittsburgh office for a Conflicts Analyst.

This position is primarily responsible for the accurate and timely analysis of conflicts search results and related new business intake materials. The role is comprised of a combination of concise legal and business research and conflicts of interest analysis. Responsibilities include analyzing and evaluating conflicts search results, providing a complete summary report of findings to the requestor, and identifying and/or facilitating resolutions for potentially complex legal and ethical conflict of interest issues. The position also requires utilizing internal and external databases and other legal resources to conduct research relating to conflicts resolution, obtaining necessary information on the nature of an entity’s role in a particular matter and identifying relevant corporate affiliations. Candidate should have a working knowledge of public company SEC filings, corporate family tree information, state corporation databases and other publicly available practice area information sources. The candidate must possess a thorough knowledge of the Rules of Professional Conduct relating to conflicts of interest. Candidate must also be able to work as a team player. Exceptional communication skills are required as candidate will engage in frequent discussions with secretaries and lawyers to gather and clarify information.

Candidate must possess excellent analytical and research skills and be able to consistently exercise discretion and independent judgment. Must be able to work efficiently and independently with a high degree of accuracy, confidentiality and professionalism. Must be flexible and able to adapt quickly to changing priorities, interact well with people at all levels and possess a working knowledge of MS Office 2003 software applications. Significant conflicts analysis or significant paralegal experience preferred (corporate experience preferred, but not required). Juris Doctor degree required.

Qualified candidates are encouraged to submit resume and cover letter stating salary requirements via email to: resumes@klng.com, via fax to (412) 355-6501 or by mail to:

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