



Conflicts Analyst

This position is responsible for analyzing new business and parties involved to determine if conflicts of interest exist. Hours are Monday through Friday, 9:00 a.m. to 6:00 p.m., with flexibility for overtime, as needed.

Location

Rochester, NY

Qualifications

- Bachelor's degree preferred
- Minimum of three years corporate or law firm work experience; experience with conflicts analysis a plus
- Proficient in online database research, such as Dun & Bradstreet, LexisNexis, and have strong computer skills, including the ability to use software in innovative ways
- Excellent organizational skills including record keeping, data collection, and systems information skills with ability to compile and analyze data and present data in a user-friendly format
- Excellent interpersonal, verbal, and written skills, be customer service-oriented, and a team player
- Ability to prioritize and complete multiple tasks to meet strict deadlines

Responsibilities

- Maintain integrity of firm's conflict database
- Conduct research and request additional information, as necessary, to prepare draft conflict report for attorney review
- Perform first level conflict analysis and filtering of results
- Provide other related assistance and duties as assigned

To apply for this position, please visit www.nixonpeabody.com/careers.asp or go to <http://selfapply.nixonpeabody.com>.

Nixon Peabody LLP is an Equal Opportunity / Affirmative Action Employer.