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New Business Conflicts Clearance Attorney RSCLA7395

Industry

Legal

Description

A confidential legal services client is seeking a New Business Intake Conflicts Attorney to support its ethical compliance and risk management functions.

If you think you'd be a good fit, please send your resume to jobplacements@reliablestaffing.com

This role is responsible for managing and resolving conflicts of interest, supporting the firm's business intake process, and ensuring compliance with applicable Rules of Professional Conduct. The ideal candidate will bring strong legal ethics knowledge, excellent analytical skills, and the ability to work in a fast-paced, detail-oriented environment.

Job Location

11111 Santa Monica Blvd. Ste 1700, 90025, Los Angeles, CA, USA

Date posted

April 20, 2026

Valid through

20.04.2031

Base Salary

\$ 170,000 - \$ 225,000

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

Send resume to jobplacements@reliablestaffing.com

Skills

- Strong knowledge of Rules of Professional Conduct and legal ethics standards
- Excellent analytical and critical thinking skills
- Strong research, troubleshooting, and problem-solving abilities
- High attention to detail and accuracy in handling complex information
- Excellent written and verbal communication skills
- Strong interpersonal skills with the ability to collaborate across teams
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency with Microsoft Office (Outlook, Excel, PowerPoint)
- Ability to learn and adapt to legal practice management and conflicts software
- Strong organizational and time-management skills
- Ability to exercise discretion with sensitive and confidential information
- Independent judgment and decision-making capability

Qualifications

- Experience working in legal ethics, conflicts analysis, or legal risk management preferred
- Prior experience in a law firm or professional services environment strongly preferred
- Demonstrated ability to interpret and apply ethical rules and compliance policies
- Experience handling complex conflict searches and resolution processes

Education

- Juris Doctor (J.D.) from an accredited law school required
- Active bar admission in good standing in at least one U.S. jurisdiction preferred

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