



Conflicts Specialist

Fresno

Opportunity:

Lozano Smith is seeking a detail-oriented and organized Conflicts Specialist to join our Fresno office. This position manages the firm's conflict-of-interest review process for new clients, matters, and attorneys joining the firm. The ideal candidate demonstrates strong judgment, discretion, and attention to detail when handling sensitive client and firm information. This role is critical to the firm's ethical obligations, risk management, and maintaining the integrity of client relationships.

Responsibilities:

- Conduct conflict reviews for new clients, matters, and attorneys joining the firm; verify requests are complete and accurate.
- Perform conflict searches, prepare reports for the Executive Director, and communicate results.
- Maintain client, matter, and party information; open new clients and matters following clearance.
- Communicate with attorneys and staff to obtain information and resolve conflicts-related questions.
- Ensure conflict information is accurate, thorough, confidential, and compliant with firm policies and ethical obligations.

Qualifications:

- Law firm experience preferred; conflicts, intake, billing, finance, or legal administration experience a plus.
- Strong attention to detail, organization, and ability to manage multiple priorities.
- Excellent communication skills with sound judgment and ability to maintain confidentiality.
- Proficiency with Microsoft Office required; experience with legal practice management or conflicts software preferred.

Compensation: \$27.00 - \$32.00/hour

The posted range represents the full span for the role and does not indicate that every hire will be placed at the top of the range.

Lozano Smith is committed to giving all employees the opportunity to experience meaningful, impactful work. We consider a variety of factors, including skills, qualifications, and experience, among others. We provide competitive salary, benefits, and bonus programs.

Discover Lozano Smith

We are California's leading public agency law firm, where professionals thrive and grow. Experience a collaborative, fulfilling culture driven by mentorship, development, and community engagement.

Lozano Smith values diversity, fostering an inclusive environment where varied perspectives enrich our work and culture. Our dedication to equity and representation ensures a dynamic team that reflects the communities we serve.

Spotlight on Culture

- Mentoring Program
- Professional Development
- Child-Friendly Business Award
- Community Engagement Projects
- Collaborative Environment
- No Jerks Rule

Focus on Schools and Community

Partnering with school districts, community colleges, cities, counties and all types of public agencies is at the core of what we do. Our 30+ year commitment has positively impacted countless students and communities throughout California.