

Conflicts, File Opening, and Records Coordinator

Location: Scottsdale, Arizona

Department: Administration / Risk Management

FLSA Status: Non-Exempt

Position Overview

Sacks Tierney P.A., a highly regarded, full-service Arizona law firm based in Scottsdale, is seeking a detail-oriented and dependable Conflicts, File Opening, and Records Coordinator to support the firm's new matter intake, conflict management, and records functions.

For more than 65 years, Sacks Tierney has built a reputation for excellence and client service, guiding individuals, families, and businesses through complex legal matters with expertise, integrity, and a practical, client-centered approach.

This position is critical to protecting the firm by ensuring that all matters are properly vetted, opened, maintained, and closed in compliance with ethical obligations, firm policy, and records-management standards. The ideal candidate is organized, detail-focused, discreet, and comfortable working closely with attorneys and administrative staff in a deadline-driven law firm environment.

Key Responsibilities

Conflicts & New Matter Intake

- Conduct and document conflict-of-interest checks for new clients, new matters, related parties, and adverse parties
- Review new matter intake requests for accuracy, completeness, and consistency with firm requirements prior to file opening
- Communicate with attorneys, paralegals, and staff to obtain additional information necessary to complete conflict review and intake
- Maintain accurate and up-to-date conflict, client, and matter information in the firm's conflict, intake and document management systems.

File Opening & Matter Administration

- Open new client and matter files only after required conflicts clearance and approvals are obtained
- Ensure correct setup of matter information, including client details, matter descriptions, responsible attorneys, and related entities
- Coordinate engagement documentation and ensure intake records are properly completed and retained
- Serve as a central point of contact for file opening questions and status updates

Records Management

- Maintain client and matter records in accordance with firm policies and retention guidelines
- Manage the lifecycle of files from opening through closure, including file transfers, status changes, and final matter closure
- Maintain organization, accuracy, and confidentiality of electronic and physical files, as applicable
- Respond to records requests accurately and timely
- Assist with file audits, clean-up projects, and records-related process improvements

Compliance & Administrative Support

- Ensure confidentiality and proper handling of all sensitive client and firm information
- Support firm compliance with ethical obligations, client engagement standards, and internal policies
- Track and document intake, conflicts, and records activity as required
- Participate in process improvement efforts related to intake, conflicts, and records workflows
- Perform other related duties as assigned to support firm operations

Qualifications

Required

- Associate's degree or equivalent combination of education and relevant experience
- Prior experience in a law firm or professional services environment preferred
- Strong attention to detail, accuracy, and organization
- Ability to manage multiple tasks and deadlines in a fast-paced environment
- Excellent written and verbal communication skills
- High level of discretion and professionalism
- Proficiency with Microsoft Office (Word, Outlook, Excel)

Preferred Experience

- Experience with conflict checking, new matter intake, and/or records management
- Experience working with conflicts or intake software (e.g., Intapp or similar systems)

- Familiarity with ethical rules governing conflicts of interest
- Understanding of law firm file lifecycle and records retention concepts

Compensation

- Competitive Salary and Benefits
- 37.5-hour work week

Qualified applicants should submit their resumes and cover letters to Heather Duncan by email at recruiting@sackstierney.com.

EEO Statement

Sacks Tierney P.A. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply

Send your cover letter and resume to recruiting@sackstierney.com. Learn more about us at www.sackstierney.com.