

Davis Polk & Wardwell LLP (including its associated entities) is a global law firm with more than 900 lawyers in offices in New York, Menlo Park, Washington DC, São Paulo, London, Paris, Madrid, Hong Kong, Beijing and Tokyo. For more than 165 years, the firm has advised industry-leading companies and global financial institutions on their most challenging legal and business matters. Our firm is ranked among the world's preeminent law firms across the entire range of its practice and our lawyers are ranked in the top tier of their respective fields. Our non-legal professional staff share the same commitment to excellence and client service that has long been the hallmark of our firm.

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## Job Description

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<b>Job Title</b>	Assistant Manager – EDGAR/Compliance
<b>Department</b>	EDGAR/Compliance
<b>Reports to</b>	Associate Director of Legal Support Services
<b>FLSA</b>	Exempt
<b>Work Schedule</b>	Monday – Friday, 9:30 a.m. to 5:30 p.m. Must be flexible and willing to accommodate Firm's needs, including working occasionally on weekends, late nights and holidays.
<b>Position Summary</b>	Manage the daily operations of the department ensuring department adheres to established protocols and best practices for compliance and disclosure electronic reporting; maintain high level of client service for internal and external clients.
<b>Primary Responsibilities</b>	<ul style="list-style-type: none"><li>• Manage daily activities of the EDGAR Group</li><li>• Plan staffing schedules to ensure adequate client coverage</li><li>• Create and maintain harmonious relationships with SEC staff in OIT, IM, Corp Fin and OFM</li><li>• Provide assistance to clients and legal staff on EDGAR filings and SEC policies</li><li>• Organize and manage overtime staffing as needed</li><li>• Available at all times to assist clients and legal staff in domestic and overseas offices, as well as EDGAR staff when necessary</li><li>• Maintain the EDGAR database and Wiki ensuring information is accurate, relevant and current</li><li>• Manage special projects and prioritize multiple tasks</li><li>• Provide training in use of conversion tools and instruction on required tagging for all form-types</li><li>• Ensure department time entries are completed daily</li></ul>

**Key Competencies/  
Position Requirements**

- Assist manager with staff assessments and identify training needs
- Keep manager informed of all matters related to staffing and operations
- Consult manager on SEC-related issues
- In-depth knowledge of various conversion tools and methods
- Extensive knowledge of HTML/ASCII coding languages and techniques
- XBRL – general understanding of structure and purpose; know how to validate XBRL files using the SEC’s Previewer; know how to tag and include XBRL files in required form-types
- Knowledge of SEC and FINRA technology
- Ability to understand and apply existing rules and regulations of the SEC and FINRA, and keep abreast of rule changes
- Ability to effectively communicate with all levels of contacts including: regulatory staff, clients, internal legal and support staff
- Ability to work in a fast-paced, deadline driven and client facing environment

**Education and/or  
Experience**

Ideal candidates will have: (i) a four-year college degree; (ii) a minimum of five years’ experience in a law firm environment; (iii) extensive knowledge of securities rules, regulations and SEC polices as they relate to EDGAR filings; (iv) proficiency with multiple major conversion applications (v) established track record of successfully leading diverse groups of professionals in client service.

**Compensation**

Commensurate with Experience

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.