

Intellectual Property and Technical Analyst

Department: Legal Professional and Paralegal

Organizational Relationship: Reports to the Director of Legal Professional and Paralegal Administration

FLSA Status: Exempt

Last Updated: October 18, 2024

General Summary:

The Intellectual Property & Technical Analyst utilizes their expertise of the field and supports the supervising attorney with cases related to intellectual property litigation, particularly patent litigation.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Reviews and analyzes patents in complex technical fields
2. Researches the scientific literature to identify, analyze, and evaluate prior art
3. Distills complex scientific concepts and explains them in terms understandable to non-scientists
4. Analyzes technical issues related to intellectual property litigation, specifically, software, electronics, and semiconductor technologies
5. Interacts with technical experts to analyze hardware and software technologies and patents
6. Drafts technical reports and analyses in support of litigation
7. Assists in preparation for depositions and trials
8. Maintains accurate timecard to account for hours worked in support of legal or firm matters
9. Acts within scope of authority in a manner consistent with firm guidelines, policies and practices
10. Completes additional projects on various issues as needed
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree or equivalent in Electrical Engineering, Computer Science, or a related field is required
- Patent bar qualification preferred

Work Experience

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- A minimum of two years' relevant experience required
- A minimum of two years' post-graduate IP-related experience (such as working as a patent agent, or an industry position with some involvement in or responsibility for IP strategy) preferred

Knowledge, Skills & Abilities

- Excellent leadership skills (i.e., organizing, planning, problem-solving and decision-making)
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal; technical writing skills
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong analytical skills with minimal supervision needed
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to demonstrate initiative and be a self-starter in an open market staffing system
- Ability to develop strong knowledge of firm policies and procedures
- Knowledge and proficiency of computer science and PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports
- Ability to utilize MS Word and PowerPoint to enhance and deliver presentations

Additional Requirements

- Occasional travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.