

Paralegal I

Department: Legal Professional and Paralegal

Organizational Relationship: Reports to Associate Director of Legal Professional and Paralegal Performance and Development

FLSA Status: Non-Exempt

Last Updated: October 31 , 2024

General Summary:

The Paralegal I is responsible for performing legal tasks and providing various administrative support to attorneys and other supervising paralegals. Those responsibilities include, but are not limited to, coordinating work for basic cases or transactions with the assistance of support departments, attorney support team members, and junior paralegals. They are responsible for preparing basic legal documents, retrieving documents from internal or public sources, and maintaining the integrity of case or transactional files.

Essential Duties and Responsibilities:

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

1. Coordinates the work of support departments, attorney support team members, and junior paralegals to retrieve, assemble and/or organize documents for review by supervisors
2. Prepares specified forms, letters, or other legal documents
3. Obtains documents and certificates from local or federal courts and state agencies
4. Conducts basic searches and creates reports in databases or other document repositories
5. Proofreads and prepares documents for submission to courts or agencies
6. Maintains the integrity of the case or transactional documents generated throughout the duration of a case or transaction
7. Completes special projects on various issues as assigned
8. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree (and signed declaration if located in a California office), or paralegal certificate from an ABA-approved program required

Work Experience

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- A minimum of one years' related law firm or title industry experience, preferably as a paralegal, required

Knowledge, Skills & Abilities

- Proficient knowledge of applications typically used in a legal office environment, such as billing software and databases, and internet searching skills
- Knowledge of MS Office applications, specifically MS Word, MS Excel, and MS Outlook
- 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 that convey professionalism and responsiveness
- Ability to accurately interpret and understand legal concepts and procedures as they relate to practice areas
- Ability to handle confidential and sensitive information with the appropriate discretion

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.