

Senior Assistant General Counsel – Employment Litigation (US)

PeopleSoft Job Code / Title: 6916 / OGC Senior AssistantGenCounsel
Department / Subdepartment: Office of the General Counsel
Organizational Relationship: Reports to the Deputy General Counsel - Employment
FLSA Status: Exempt
UCM Level: TBD
Last Updated: April 7, 2025

General Summary:

The Senior Assistant General Counsel – Employment Litigation is responsible for managing and overseeing employment-related investigations and potential and actual US employment litigation and disputes, providing strategic legal advice and counseling, and ensuring compliance with employment laws and regulations in the US. The Senior Assistant General Counsel – Employment Litigation will also provide additional support as needed on all employment issues pertaining to the firm’s attorneys and business professionals in our US offices by establishing best-in-class human resources policies and providing counsel on all facets of employee relations and employment law, including, but not limited to, harassment, discrimination, hiring, reasonable accommodations, leaves of absence, performance management, separations, and wage and hour issues. This position reports to the Deputy General Counsel – Employment and collaborates with other members of the OGC Employment team, as well as with various attorneys, staff, and firm departments to effectively manage claims and mitigate risks.

Essential Duties and Key Responsibilities

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

- Take lead role in assessing risk, overseeing and managing (either independently or with outside counsel) all aspects of employment litigation, administrative charges, and threats of claims, including discrimination, harassment, wrongful termination, and wage and hour disputes.
- Develop and implement litigation strategies.
- Represent the firm in court proceedings, mediations, and arbitrations.
- Lead and manage all stages of the investigation lifecycle in connection with potential, threatened, and actual employment claims, including conducting document and other factual collection and analysis, and preparing for and conducting witness interviews.
- Cost-effectively manage outside counsel in all employment litigated matters.
- Independently and proactively provide guidance on range of employment law matters in the US while ensuring the Deputy General Counsel – Employment is apprised and aligned.
- In collaboration with the Deputy General Counsel – Employment, provide guidance on

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thorny and novel employment law matters.

- Build partnerships with local and global Human Resources, Benefits and Well-Being, Legal Talent, Recruiting, Office Administration and other firm leadership to provide oversight, consistency, and legal guidance.
- Collaborate with cross-functional teams, including Information Governance, Practice Support Services, Human Resources, and other firm experts
- Conduct risk assessments and develops mitigation strategies
- Complete special projects on various issues as needed

Knowledge, Skills & Abilities

- Broad and ongoing knowledge of employment laws/regulations in the US and in the jurisdictions in which the firm operates in the US.
- Ability to lead cross-departmental projects.
- Excellent research and writing skills.
- Excellent leadership skills (e.g., organizing, planning, problem-solving and decision-making) necessary for effective management.
- Ability to operate in a fast-paced environment, manage time well, prioritize effectively, and handle multiple assignments and deadlines simultaneously.
- Ability to work in a team environment with a client service focus.
- Ability to handle confidential and sensitive information.
- Ability to collaborate with persons of different levels within the organization including attorneys, management, support staff, and outside contacts as well as persons of different temperaments, working styles, and/or communication styles
- Ability to operate with a strong commercial focus
- Ability to manage outside counsel relationships
- Strong attention to detail
- Ability to convey complicated legal concepts to non-lawyers in an understandable way
- Promote effective work practices, works as a team member, and shows respect for co-workers
- Knowledge and proficiency in PC applications, including MS Office
- Proven project management expertise.

Position Specifications

Typical Experience

- Minimum of eight (8) years' progressively responsible legal experience in employment litigation and counseling within a large law firm or top employment law boutique required.
 - Extensive experience with US employment laws and regulations, particularly NY and CA.
 - Extensive experience conducting and supervising internal investigations, including conducting and managing electronic discovery.
- Prior experience as an in-house employment litigator preferred.

Education

- Bachelor's degree or equivalent required
- Law degree from an accredited law school required
- Active bar membership required in a jurisdiction in which the firm has a US office

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Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Travel may be required
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- 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.