

# Senior Paralegal – RSS

<b>PeopleSoft Job Code / Title:</b>	2101 / Senior Paralegal
<b>Facebook Title:</b>	Senior Paralegal
<b>Department / Subdepartment:</b>	Finance and Legal Professional and Paralegal
<b>Organizational Relationship:</b>	Reports to the Legal Professional and Paralegal (LPP) Committee
<b>FLSA Status:</b>	Non-Exempt
<b>UCM Level:</b>	n/a
<b>Last Updated:</b>	April 2022

## Role Overview

The Senior Paralegal – RSS manages and leads all supportive aspects for cases or transactions for the RSS team. Their responsibilities include, but are not limited to, supervising and guiding the work done by paralegals, secretaries and support departments to ensure the completion of work for complex cases or transactions. Highly skilled in legal research and analyzing facts and information, reviewing invoices, billing entries and resolving problems as they arise. Advanced knowledge and research of complex legal matters is expected.

## Essential Duties and Key Responsibilities

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

- Working on various insolvency and restructuring transactions involving corporations, banks, creditors’ committees, hedge funds, sponsors and other financial institutions
- Handling precedent research, research regarding jurisdictions, judges and/or industry, drafting of pleadings, preparation of checklist and/or case calendars, drafting of proofs of claim and preparation of exhibits to same, cite checking and Bluebooking, preparation of fee applications, management of case files, preparation of exhibits and trial notebooks, request, review and summary of UCC and lien search results/reports and legal descriptions, preparation and filing of UCC financing statements (personal property and fixture filings) and amendments
- Liaising with other counsel, clients, and third parties in connection with restructuring matters
- Promotes effective work practices, works as a team member, and shows respect for co-workers
- Coordinate outside services, either directly or through support departments, and acts as liaison with involved third parties
- Trains paralegals and new attorneys in local office and department procedures and technical aspects of the paralegal area of expertise
- Supervises and oversees the work product of and provides guidance to, Paralegals, Project Assistants, Secretaries and Support Departments, prior to attorney review

## Knowledge, Skills & Abilities

- Excellent organizational and project management skills
- Ability to work independently and efficiently
- Ability to prioritize and handle competing demands in a fast-paced working environment
- Proficient knowledge of internal software applications, such as word processing, internet searching skills, spreadsheets and databases.
- Knowledge of MS Office applications, specifically MS Word, MS Excel and MS Outlook.
- Highly developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the Firm.

- Excellent communication skills, both written and verbal that convey professionalism and responsiveness.
- Ability to work in a team environment with a client service focus.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Effective utilization of portable and remote technology to respond to requests and facilitate the completion of assignments.
- Exceptional knowledge of legal concepts and methodologies as they relate to practice areas.
- Outstanding management skills (e.g., organizing, planning, and problem-solving).
- Demonstrated leadership skills that establish the direction of work needed on a case or transaction.
- Motivates team members and delegates work appropriately.

## Position Specifications

### *Typical Experience*

- Minimum of 6 years' of Latham equivalent experience as a paralegal
- At least three (3) to five (5) years of RSS experience is preferred, but all strong candidates will be considered

### *Education*

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

## 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.