

Senior Paralegal

Department: Legal Professional and Paralegal

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

FLSA Status: Non-Exempt

Last Updated: November 27, 2024

General Summary:

The Senior Paralegal provides expertise and support to the attorneys in the Litigation & Trial department. Their responsibilities include, but are not limited to, managing all aspects of large-scale complex litigation, organizing documents, assisting with depositions, managing pleadings, privilege logs and court filings. They organize and manage electronic and hard copy document collections and also manage and manipulate data in litigation support software. They compete legal and factual cite checking. The Senior Paralegal mentors and supports junior paralegals and large litigation teams.

Essential Duties and Responsibilities

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

1. Manages all aspects of litigation case preparation, including document review, case file organization, and trial preparation
2. Works with, supports, and/or manages multiple litigation and trial teams simultaneously
3. Coordinates and assists in the discovery process including gathering, reviewing and analyzing documents for production, with guidance of an attorney; manages and utilizes eDiscovery platforms
4. Communicates with eDiscovery support teams regarding the development and enforcement procedures for litigation holds and other issues related to electronically stored information
5. Assists with the preparation of legal documents including pleadings, motions and exhibits, discovery requests/responses and correspondence in accordance with court rules and deadlines
6. Assists in preparing witnesses for deposition, internal client investigations and assists attorneys with client interviews by assembling witness binders, containing interview memos, digests and relevant documents
7. Prepares for and attends trial; coordinates with Trial Technology team regarding technology set-up and maintenance at the trial location, organizes exhibits, files and all other supporting documents; makes arrangements for transporting and setting up files at court; assists with taking notes, handling exhibits, gathering documents referred by counsel, research regarding testimony, witness preparation, track exhibits offered and admitted; interacts with clients, witnesses and court personnel

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Position Specifications

Education

- Bachelor's degree or equivalent required
- Paralegal certificate from an ABA-approved program or signed declaration required if located in a California office

Work Experience

- A minimum of six years' of relevant experience with a focus on complex litigation cases required

Knowledge, Skills, and Abilities

- Knowledge of security-related practices and documentation; state and federal level filing requirements, document management and productions, fact and expert witness preparation, Bluebooking and cite checking
- Proficient knowledge of applications typically used in a legal office environment, such as billing software and databases, legal research tools, litigation software 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
- Excellent communication skills, both written and verbal, that convey professionalism and responsiveness
- Strong attention to detail skills and ability to multi-task
- Ability to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to promote effective work practices and work as a team leader
- Ability to delegate work appropriately
- Ability to handle confidential and sensitive information with the appropriate discretion
- Intermediate to advanced skills in internet research involving federal, state and local governmental agencies and regulatory agencies

Additional Requirements

- Moderate 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.