

Senior Trial Technology Consultant

Department: Technology & Information Services

Organizational Relationship: Reports to the Manager of Enterprise Applications – Events and Trials

FLSA Status: Non-Exempt

Last Updated: July 17, 2024

General Summary:

The Senior Trial Technology Consultant is responsible for consulting with attorneys and legal professionals about technology requirements, support and graphics for trials, arbitrations, and hearings. The Senior Trial Technology Consultant oversees the coordination of technology equipment and resources for court rooms and other offsite locations. The primary role of this position is to provide court room services such as hot-seating and the presentation of graphics and documents during the trial, arbitration, and hearings. The Consultant also provide trial graphics support, including theme and story development, creation of PowerPoint slides, timelines, computer animations, and poster boards. The Senior Trial Technology Consultant liaises with various teams, both in-house and external vendors, to ensure that data, equipment, and services are provided for the support of the trial, arbitration, or hearing.

Essential Duties and Responsibilities:

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

1. Provides high-level technical and graphics support to the firm’s attorneys, paralegals, clients, and witnesses at trials, arbitrations, and hearings; acts in a professional manner and demonstrates high-level customer service to all team members
2. Leads discussions with the legal teams to define trial support requirements, including hardware needs for court and breakout room(s) and the availability of case-related data
3. Leads negotiations with third party vendors regarding cost and timing estimates for various services needed during trial, arbitration, or hearing, including hardware procurement, internet connectivity, and court room setup; ensures that related invoices are routed to the correct party for payment
4. Acts as the primary point of contact for courtroom technology and graphics needs during the trial, arbitration or hearing
5. Provides hot seat support at trials, arbitrations and hearings for both in-person and virtual events
6. Manages litigation support needs during trial, including scanning and printing of exhibits, creating or outsourcing demonstratives, loading transcripts, editing video, backing up and transferring data.
7. Coordinates with Practice Support Services team members to obtain client-matter databases, images, and other files for use at trial site

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8. Consults with attorneys and paralegals regarding graphics design prior to and during trial
9. Creates and oversees the creation of graphics, animations, videos, photographs, and other demonstrative evidence for use in trials, arbitrations, and hearings
10. Initiates and leads conference calls with court clerks and arbitration sites to discuss technology related logistics
11. Creates training materials regarding trial best practices for various groups including staff, paralegals, and attorneys; participates in the Trial Advocacy and TACE programs as it relates to trial preparation and to promote/market our department
12. Follows firm policies and procedures with regards to safe guarding data and handles sensitive information appropriately
13. Completes special projects regarding various issues/requests as needed
14. Researches new technologies both hardware and software that can benefit our trial teams
15. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- High school diploma or equivalent required
- Bachelor's degree or equivalent preferred

Work Experience

- A minimum of five years' trial technology experience, including in-court presentation and/or off-site war room support, required
- A minimum of four years' litigation support or related practice experience preferred
- A minimum of four years' graphic design experience preferred

Knowledge, Skills & Abilities

- Expert level knowledge in Trial Director, OnCue, Adobe Photoshop, Adobe Illustrator, Microsoft PowerPoint
- Proficiency with setting up and troubleshooting desktops, laptops, routers/firewalls, wireless access points, printers, copiers, multi-function devices, and audio/visual equipment
- Expert understanding of litigation support tools, hardware technology, trial presentation software and hardware, and graphics software
- Proficiency in a wide variety of software programs, including Windows and Microsoft Office 2016 and MS 365 (Word, PowerPoint, Excel and Outlook), Asana and iManage
- Expert level knowledge of trial presentation software, such as Trial Director and OnCue
- Advanced knowledge of graphics software such as Adobe Acrobat, Illustrator, Photoshop, and Microsoft PowerPoint
- Ability to think creatively and provide graphic support to attorneys and paralegals
- Advanced knowledge of standard hardware components and peripherals
- Knowledge and proficiency with handheld wireless devices (i.e. iPad, iPhone) in a corporate environment

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- Knowledge and proficiency of various remote communication methodologies required, including VPN and VDI
- Knowledge of network technologies (e.g. server connections, drive mapping, network) and network security (e.g. applying security to folders)
- Analytical skills needed to troubleshoot a variety of symptoms, diagnose problems, and implement solutions to technology problems
- Skilled at meeting strict deadlines under significant time and supervisory pressure
- Ability to use independent judgment and discretion when making majority of decisions
- Ability to think creatively and provide strategic support to senior management
- Ability to handle confidential and sensitive information with appropriate discretion
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm

Additional Requirements

- Frequent 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.
- Heavy lifting of boxes and other materials weighing up to 40 pounds is required.
- Operating a hand truck and lifting, delivering, and setting up office supplies and equipment 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.