

# Attorney Support PROS Specialist – Utility Player

**PeopleSoft Job Code / Title:** 6800 / Attorney Support PROS Special  
**Department / Subdepartment:** Attorney Support  
**Organizational Relationship:** Reports to Level 3 or above  
**FLSA Status:** Nonexempt  
**UCM Level:** Level 2  
**Last Updated:** 1/31/2025

## Department / Subdepartment Overview

Attorney Support is dedicated to enhancing the efficiency and effectiveness of the firm's lawyers by providing comprehensive administrative support. Our mission is to enable attorneys to focus on delivering exceptional legal services to clients by managing the administrative aspect of their practice.

## Role Overview

The Attorney Support PROS Specialist – Utility Player assists in providing team support to the lawyer population by working across a global platform (attorney support and document services) with a variety of responsibilities.

## Essential Duties and Key Responsibilities

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

1. Works in a global Attorney Support team environment with a real-time work ticketing system (ServiceNow)
2. Reviews lawyer time entry, generates and edits client invoices, submits expense reimbursement, calendars and schedules, manages/edits documents, and makes travel arrangements
3. Proactively learns internal systems and processes to find innovative solutions to problems and requests
4. Works autonomously and proactively to pick up tasks across the Attorney Support function, often taking on large, time-consuming, and tedious tasks that may span across days and time zones
5. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Professional communication skills with the ability to interact effectively with attorneys, clients, vendors, and staff throughout the firm
- Initiative to work both independently and in a team environment with a customer service focus
- Ability to multi-task and adapt to continuously evolving technology platforms

## Position Specifications

### Typical Experience

- A minimum of three years' relevant experience in a legal or professional services environment preferred

## *Education*

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

## **Working Conditions and Physical Demands**

- Frequently move (e.g., walk) around the office
- Travel, potentially on short notice and including both domestic and international travel.
- 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.