

Attorney Support PROS Specialist

PeopleSoft Job Code / Title: 6800 / Attorney Support PROS Specialist
Department / Subdepartment: Attorney Support
Organizational Relationship: Reports to Level 3 or above
FLSA Status: Non-exempt
UCM Level: Level 2
Last Updated: 9/11/2025

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 directly assists an assigned group of local attorneys in addition to providing global team support with a variety of administrative responsibilities.

Essential Duties and Key Responsibilities

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

1. Assists lawyers with client intake tasks such as processing conflicts of interest and new business intake forms
2. Monitors lawyer time entries for compliance with firm standards; proactively edits entries, and alerts attorneys of any non-compliance
3. Generates, edits, and posts client invoices ensuring firm and client defined standards (Outside Counsel Guidelines) are met; works with assigned lawyers to regularly manage their billing inventory, as applicable
4. Gathers and works to the preferences of assigned attorneys in order to execute tasks such as expense reimbursement, calendaring and scheduling, document management/edits, and travel arrangements
5. Preserves the confidentiality of firm and client protected information
6. Works in a global team environment with a real-time work ticketing system (ServiceNow)
7. 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.