

Global Document Services ("GLODOCS") Specialist I

PeopleSoft Job Code / Title: 5062 / GLODOCS Specialist I
Department / Subdepartment: GLODOCS
Organizational Relationship: Reports to Level 3 or above
FLSA Status: Nonexempt
UCM Level: Level 1
Last Updated: 1/31/2025

Department / Subdepartment Overview

Global Document Services ("GLODOCS") provides comprehensive document production services for legal staff across multiple software applications including Word, Excel, PowerPoint, Visio and Adobe Acrobat. Specialized services include Proofreading, Translation and Closing Sets.

Role Overview

The GLODOCS Specialist I is responsible for acting as an integral part of Latham's Global Document Services (GLODOCS) team. This role is responsible for converting, formatting, and otherwise automating and manipulating legal documents and other work products using MS Office and other core applications.

Essential Duties and Key Responsibilities

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

1. Completes core-level projects in Word (e.g., conversions, formats and revisions; applies styles and automatic numbering; automates tables of contents (TOC) and cross-references)
2. Completes core-level projects in Excel (e.g., creates workbooks/spreadsheets, uses conditional formatting presets, uses simple formulas)
3. Completes core-level projects in PowerPoint (e.g., creates and revises slide content, inserts graphics, formats and (re-)applies slide design and layout)
4. Utilizes Adobe Acrobat Professional to combine, split and compress .pdf files, create searchable and non-searchable .pdfs, and crop pages
5. Utilizes core utilities to maximize efficiencies (e.g., OmniPage, ABBYY FineReader, Litéra Compare, Contract Companion, DocXtools), as well as proofreads documents when necessary
6. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Working knowledge of applications typically used in a legal word processing environment: MS Office Suite, Adobe Acrobat Professional, iManage, OmniPage, ABBYY FineReader, MS Visio
- Ability to learn new software and procedures and effectively apply new learning to task assignments
- Well-developed and professional interpersonal skills, with the ability to interact effectively with people at all organizational levels of the firm

Position Specifications

Typical Experience

- Prior relevant experience in a law firm or other professional services firm preferred
- Microsoft certifications in Word, Excel and PowerPoint 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
- Occasional travel, including both domestic and international 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.