

Innovation Operations Attorney – Litigation Services

PeopleSoft Job Code / Title: TBD Innovation Operations Attorney
Department / Subdepartment: Litigation Services
Organizational Relationship: Reports to Sr. Director of Practice, Research & Litigation Services
FLSA Status: Exempt
UCM Level: N/A
Last Updated: June 3, 2025

Role Overview

[The Innovation Operations Attorney - Litigation ("IO Attorney") is a practice-integrated role at the intersection of litigation, technology, and client service. This position is focused on operationalizing AI-powered solutions to support litigators throughout the full lifecycle of a matter – from client outreach through trial and appeal. Working closely with litigation teams and the broader Technology and Information Services Department, the IO Attorney translates practice needs into effective AI-supported workflows by developing, refining, and executing prompts and processes to enhance strategy, improve efficiency, and optimize results. Drawing from a strong background in litigation practice, the IO Attorney proactively identifies high-impact opportunities to embed AI into everyday litigation work and plays an essential role in driving AI adoption and engagement by delivering thoughtful, practical solutions that meet the demands of modern litigation.

Essential Duties and Key Responsibilities

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

- Partners with litigation attorneys across practice groups to identify areas where AI support could improve efficiency, clarity, or speed of execution at various phases of litigation
- Serves as a dedicated resource for litigation attorneys seeking AI support, offering responsive, high-touch assistance with prompt design, refinement, and execution tailored to specific litigation tasks
- Assists litigation practice groups in adopting AI-enabled workflows through proactive outreach and hands-on support -- developing and executing AI prompts that align with case strategy, matter objectives, and jurisdictional nuance
- Works collaboratively across practice groups to gather feedback, assess needs, and identify new opportunities for specialized AI-driven support
- Standardize and scale successful AI solutions across litigation practice groups in close collaboration with the firm's Innovation Attorneys and other Technology and Information Services stakeholders as well as with the Litigation & Trial Department's practice group and global leadership
- Actively participates in technology-related working groups, interdisciplinary practice group management teams, prompting support cohorts, and emerging technology pilots. Prepares and delivers technology presentations and trainings related to creative and practical uses for AI in litigation practice. Assists in development of web content highlighting strategies for leveraging AI throughout each litigation phase.
- Attends conferences, seminars, and courses to remain current in creative use case and industry developments relating to emerging technologies.

- Answers questions from and provides strategic guidance to practicing litigators on legal technology tools, workflow optimization, and general issues related to AI and innovation.
- Promotes effective work practices, works as a team members, and shows respect for co-workers.
- Maintains familiarity with and effectively leverages emerging and innovative technologies.
- Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Outstanding communication skills, both written and verbal.
- Demonstrated ability to think creatively and provide strategic support to firm leadership.
- Extensive knowledge of the concepts and principles of artificial intelligence as it relates to legal matters.
- Extensive legal research and analytical skills
- Meticulous attention to detail
- Focus on responsiveness, including outside standard work schedules
- Superior ability to solve problems and roadblocks relating to both technical issues and situations involving the coordination of attorneys, non-attorney staff, and different administrative departments.
- High level proficiency in technology software and tools, including those related to artificial intelligence.
- Advanced knowledge of the Microsoft Office Suite of programs, including Word, Excel, Access and PowerPoint.
- High customer service skills; promptly responds to incoming requests and is professional with all patrons.
- Ability to work independently on projects of significant complexity.
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm.
- Ability to manage time well, prioritize effectively, and handle multiple deadlines.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Strong analytical skills needed for all primary duties of position, including comprehending and communicating data.

Position Specifications*Typical Experience*

- Minimum of 5 years' experience in a law firm as an innovation and/or practicing litigation attorney required.
- Demonstrated interest in legal technology, innovation, and/or AI tools; experience in prompt design or AI project work strongly preferred.

Education

- JD degree from an ABA-accredited law school required.
- Admission to relevant U.S. state bar required.

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- 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.