

KNOWLEDGE TRANSFORMATION ATTORNEY

Reports to the Associate Director of Artificial Intelligence – Knowledge Transformation

Role Overview

The Knowledge Transformation Lawyer plays a key role in executing the firm’s AI-native knowledge transformation strategy.

The role reports to the Associate Director of Artificial Intelligence – Knowledge Transformation and works in close partnership with other members of the AI & Legal Innovation team, the Knowledge Management team, and the broader Technology and Information Services Department to advance the firm’s capabilities in leveraging its collective knowledge through AI systems and in re-engineering how the firm’s knowledge is efficiently managed and deployed for the benefit of the firm’s lawyers and clients.

The Knowledge Transformation Lawyer is responsible for identifying, curating, structuring, and optimizing the firm’s transactional precedents, playbooks, and accumulated practice expertise for use in AI-powered systems. This includes applying knowledge taxonomies, building and maintaining structured data repositories, adhering to quality standards for knowledge assets and systems, and ensuring that AI systems can effectively retrieve and apply the firm’s institutional knowledge at scale across the firm.

As a member of the Legal Innovation team, the Knowledge Transformation Lawyer collaborates closely with Innovation Attorneys, Knowledge Management Lawyers, technology colleagues, practice group lawyers, and other stakeholders to ensure knowledge assets are aligned with real-world practice needs and optimized for utilization as context in AI systems. The role also actively contributes to a shared knowledge ecosystem within the department, fostering information exchange, coordinated planning, and collective advancement of innovation priorities.

Essential Duties and Key Responsibilities

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

- Curates and transforms the firm’s institutional legal knowledge into AI-ready assets, working under the direction of the Associate Director of Artificial Intelligence – Knowledge Transformation and applying AI tools to enhance personal productivity and quality of output.
- Executes the firm’s knowledge transformation strategy by converting transactional precedents, contract templates, and practice playbooks into structured, AI-optimized knowledge resources in accordance with established roadmaps and priorities.
- Builds and maintains structured knowledge repositories, including clause libraries, negotiation playbooks, market terms databases, brief banks, motion templates,

litigation strategy guides, and practice-specific guidance materials optimized for utilization as AI context.

- Works closely with Innovation Attorneys, Knowledge Management Lawyers, Legal Engineering teams, AI Services Attorneys, and other technology colleagues to integrate knowledge assets into AI-powered workflows for document drafting, due diligence, contract analysis, deal execution, legal research, brief drafting, and case strategy development.
- Engages with Innovation Attorneys, practice group lawyers, and other stakeholders to identify high-value precedents, capture evolving market practice, and ensure knowledge assets are aligned with real-world practice needs and attorney expectations.
- Stays current with advances in knowledge graphs, semantic search, retrieval-augmented generation, agentic AI, and legal AI applications, identifying opportunities for enhanced knowledge capture and AI optimization.
- Contributes to pilot programs and proof-of-concept initiatives for new knowledge transformation methodologies and AI integration approaches, including testing, evaluation, and feedback on results.
- Supports training and enablement programs to help attorneys and staff effectively contribute to and utilize the firm's AI-ready knowledge assets.
- Provides feedback to AI platform vendors and internal technology teams on knowledge integration requirements and enhancement opportunities to better leverage the firm's knowledge assets.
- Coordinates closely with the Associate Director of Artificial Intelligence – Knowledge Transformation to ensure that day-to-day work is aligned with the team's strategy and the firm's broader AI innovation objectives.
- Contributes actively as a member of the Legal Innovation team and the Technology Department by fostering information exchange, coordinated planning, and collective advancement of department priorities.
- Provides regular updates on knowledge transformation work, quality metrics, and utilization data to the Associate Director and other relevant stakeholders.
- May represent the firm at conferences, panels, and industry forums focused on legal knowledge management, AI, and innovation, as appropriate.
- Promotes a culture of accountability, collaboration, innovation, and continuous improvement across the team.

Knowledge, Skills & Abilities

- Working knowledge of knowledge management, taxonomy development, and information architecture, with the ability to structure complex legal content for effective AI consumption and retrieval.
- Strong understanding of transactional legal practice, including M&A, finance, and capital markets workflows, with the ability to identify and curate high-value precedents and practice knowledge; familiarity with litigation practice also valued.
- Technical aptitude with AI systems and familiarity with concepts such as retrieval-augmented generation, semantic search, knowledge graphs, vector databases, agentic AI systems, and context window optimization.
- Demonstrated ability to implement scalable governance frameworks that support disciplined curation, quality control, and lifecycle management of knowledge assets.
- Strong collaboration skills and team-oriented attitude, with the ability to work effectively within a multidisciplinary team and contribute to shared goals.
- Strong communication skills, with the ability to engage effectively with attorneys, technology colleagues, and other stakeholders.
- Ability to manage multiple concurrent workstreams while balancing competing demands and evolving priorities.
- Strong stakeholder awareness, with the ability to work effectively in a matrixed environment across transactional and litigation practice groups, technology teams, and knowledge management.
- Experience supporting training and adoption of knowledge systems and AI tools to help attorneys and staff achieve proficiency and sustained engagement with new technologies.
- Ability to apply quality metrics, accuracy measures, and utilization frameworks, and to use data-driven analysis to drive continuous improvement of knowledge assets.
- Proficiency in enterprise applications, including Microsoft Word, PowerPoint, Excel, and Visio.
- Sound judgment, discretion, and risk awareness, with the ability to escalate appropriately and advise leadership in complex organizational contexts.

Position Specifications

Typical Experience

- Minimum of 5 years' experience in legal practice, knowledge management, or legal technology, with exposure to knowledge engineering, taxonomy development, or AI systems preferred.

- Experience with legal precedents, templates, or playbooks preferred.
- Experience in transactional legal practice strongly preferred; litigation practice experience also valued.

Education

- Bachelor's degree is required, preferably in Law, Library Science, Information Science, Computer Science, or a related field; J.D. 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.