

# Legal Workflow Engineer

<b>PeopleSoft Job Code / Title:</b>	TBD / Legal Workflow Engineer
<b>Department / Subdepartment:</b>	Technology & Information Services / Legal Innovation
<b>Organizational Relationship:</b>	Reports to the Manager of Legal Engineering
<b>FLSA Status:</b>	Exempt
<b>UCM Level:</b>	4
<b>Last Updated:</b>	February 26, 2026

## Role Overview

The Legal Workflow Engineer is a key individual contributor within the AI & Legal Innovation team, responsible for designing, developing, and optimizing AI-powered workflows that support a legal practice group. The role reports to the Manager of Innovation - Legal Engineering and works closely with other members of the AI & Legal Innovation team to advance the firm's AI capabilities across practice groups. The Legal Workflow Engineer focuses on prompt engineering, workflow development, quality assurance, and continuous improvement of AI outputs to ensure accuracy, consistency, and alignment with attorney expectations. Working collaboratively with Innovation Attorneys, technology colleagues, knowledge teams, and practice group members, the Legal Workflow Engineer translates practice requirements into effective AI workflows. The role contributes to a shared knowledge ecosystem within the department, fostering information exchange 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.*

1. Designs and develops AI-powered workflows for a legal practice group.
2. Develops and maintains prompt engineering standards, workflow templates, and quality assurance protocols for AI-powered tools, ensuring consistent, high-quality outputs.
3. Executes on the strategic vision for AI-enabled workflows, contributing to multi-year roadmaps for AI optimization initiatives aligned with firm strategy, practice group priorities, and attorney needs.
4. Translates practice requirements into AI workflow specifications, prompt libraries, and knowledge repositories, ensuring AI outputs align with attorney expectations and legal best practices.
5. Provides input on AI workflow priorities and optimization efforts, balancing practice group needs, technical feasibility, quality standards, and long-term strategic value.
6. Monitors and reports on KPIs, quality metrics, and attorney satisfaction measures for AI-powered workflows, using data-driven insights to guide optimization and iteration.
7. Conducts research and development efforts to identify opportunities for AI enhancement in workflows, staying current with advances in large language models, prompt engineering techniques, and legal AI applications.
8. Supports pilot programs and proof-of-concept initiatives for new AI workflows and optimization techniques, contributing to evaluation, success criteria definition, and deployment recommendations.
9. Partners with Technology & Information Services colleagues, Knowledge Management, and transactional practice groups to support coordinated development, testing, and deployment of AI workflows.

10. Contributes to training and adoption strategies for AI-powered transactional tools, helping ensure attorneys and staff understand best practices for effective AI utilization in their work.
11. Collaborates with AI platform vendors and internal technology teams to provide feedback on system performance, identify enhancement opportunities, and support product development to better serve transactional workflows.
12. Works closely with the Manager of Innovation - Legal Engineering on AI workflow initiatives, ensuring alignment between workflow optimization efforts and broader AI innovation objectives.
13. Contributes actively as a member of the Legal Innovation team, fostering cross-functional knowledge sharing and coordinated planning across transactional AI initiatives.
14. Provides updates on AI workflow performance, optimization progress, and quality metrics to the Manager and relevant stakeholders.
15. May represent the firm at conferences, panels, and industry forums focused on legal AI and transactional innovation, as opportunities arise.
16. Promotes effective work practices, work as a team member, and show respect for co-workers

**Knowledge, Skills & Abilities**

- Strong expertise in AI systems and prompt engineering, with the ability to optimize large language model outputs for accuracy, consistency, and alignment with legal practice standards.
- Solid understanding of transactional legal practice, including M&A, finance, and capital markets workflows, with the ability to translate practice requirements into AI workflow specifications.
- Strong knowledge engineering capabilities, including developing prompt libraries, workflow templates, knowledge repositories, and quality assurance frameworks for AI-powered transactional tools.
- Ability to apply governance frameworks that support disciplined development, testing, and deployment of AI workflows for transactional practice.
- Ability to work independently while contributing effectively within a collaborative team environment.
- Strong communication skills, with the ability to collaborate effectively with attorneys, technology colleagues, and administrative staff.
- Ability to manage multiple concurrent projects and priorities, balancing competing demands and evolving objectives.
- Strong interpersonal skills and organizational awareness, with the ability to build effective working relationships across transactional practice groups, technology teams, and knowledge management.
- Ability to support training and adoption initiatives for AI tools, helping attorneys and staff achieve proficiency with new technologies.
- Ability to track and analyze quality metrics, accuracy measures, and attorney satisfaction data, contributing to continuous improvement of AI outputs.
- Technical aptitude with AI systems and familiarity with concepts such as retrieval-augmented generation, context window management, and fine-tuning approaches.
- Proficiency in enterprise applications, including Microsoft Word, PowerPoint, Excel, and Visio.
- Sound judgment, discretion, and attention to detail, with the ability to escalate appropriately in complex situations.

## Position Specifications

### *Typical Experience*

- Minimum of three years' experience in in legal technology, knowledge management, or legal practice, with demonstrated experience in AI systems, prompt engineering, or workflow optimization required.

### *Education*

- Bachelor's degree or equivalent required, preferably in Law, Computer Science, Information Systems, or a related field.

## Working Conditions and Physical Demands

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- 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.