

Paralegal I

PeopleSoft Job Code / Title:	2053 Paralegal I
Department / Subdepartment:	Legal Professional and Paralegal
Organizational Relationship:	Reports to the Legal Talent Associate Director
FLSA Status:	Non-Exempt
UCM Level:	n/a
Last Updated:	September 2025

Department / Subdepartment Overview

The Paralegal I (Transactional - DTT) is responsible for performing legal tasks and providing various administrative support to attorneys and other supervising paralegals. Those responsibilities include, but are not limited to, coordinating work for basic transactions with the assistance of support departments, and secretaries. Prepares basic legal documents, retrieves documents from internal or public sources and maintains the integrity of transactional files.

Essential Duties and Key Responsibilities

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

- Perform trademark, patent, copyright and domain name due diligence research using online and commercial databases, and preparing reports detailing results
- Prepare and file security agreements and releases with the United States Patent and Trademark Office (USPTO) and the United States Copyright Office (USCO)
- Advise and provide guidance to Finance and M&A deal teams on IP related issues, including the review and analysis of IP schedules on Finance and M&A deal documents, providing comments as necessary
- Prepare assignments of trademark registrations and applications and file same with PTO Assignment Branch and USCO
- Promote effective work practices, work as a team member, and show respect for co-workers

Knowledge, Skills & Abilities

- Proficient knowledge of applications typically used in a legal office environment, such as billing software and databases, and internet searching skills
- Knowledge of MS Office applications, specifically MS Word, MS Excel, and MS Outlook
- Familiarity conducting database research (e.g., able to conduct searches on databases such as Corsearch, DerwentInnovation, SAEGIS, the USPTO, and the USCO preferred)
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the Firm
- Ability to self-manage, assist multiple deal teams, and prioritize competing deadlines and requests
- Ability to work in a fast pace, team oriented environment with a customer service focus
- Strong communication skills, both written and verbal that convey professionalism and responsiveness, including with clients, outside vendors, and other parties
- Accurately interpret and understand legal concepts and procedures as they relate to practice areas
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience

- Minimum of one (1) year experience of related law firm experience, preferable as a paralegal, required

Education

- Bachelor's degree required
- Signed declaration if located in a California office, or paralegal certificate from an ABA-approved program preferred

Working Conditions and Physical Demands

- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Flexibility to work overtime and to be on call for important matters and tasks, as 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.