

# PARALEGAL II – ANTITRUST

**PeopleSoft Job Code / Title:** 2054 / Paralegal II  
**Facebook Title:** Paralegal  
**Department / Subdepartment:** Legal Professional and Paralegal  
**Organizational Relationship:** Reports to the Legal Professional and Paralegal (LPP) Committee  
**FLSA Status:** Non-Exempt  
**UCM Level:** n/a  
**Last Updated:** November 22, 2024

## Role Overview

The Paralegal II is responsible for performing legal tasks, working on legal projects, and providing various support functions to supervisors. Their responsibilities include, but are not limited to, facilitating the completion of projects for moderately complex cases or transactions, developing procedures to maintain the integrity of case or transactional files and information, drafting legal documents, and coordinating the closure of a case or transactional files.

## Essential Duties and Key Responsibilities

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

- Assists attorneys with preparation and submission of HSR premerger antitrust filings with the Federal Trade Commission and U.S. Department of Justice
- Coordinates ongoing projects and activities in either on-site or off-site locations, utilizing project assistants and support departments when necessary
- Develops procedures with supervisors for electronic or physical tracking, coding, and ensuring quality control systems for documents
- Attends and provides support to attorneys at court or agency hearings
- Creates and maintains calendars for cases or transactions and distributes to supervisors and other team members
- Drafts forms, letters, or other legal documents
- Anticipates typical work for a case or transaction and works with supervisors to ensure all aspects are addressed
- Effectively communicates with clients, outside vendors, and other parties
- Coordinates the timely closure of a case or transaction to comply with firm policies and procedures
- Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Proficient knowledge of internal software applications, such as word processing, internet searching skills, spreadsheets and databases
- Knowledge of MS Office applications, specifically MS Word, MS Excel and MS Outlook
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to accurately interpret and understand legal concepts and procedures as they relate to practice areas
- Ability to work in a team environment with a customer-service focus
- Excellent communication skills, both written and verbal that convey professionalism and responsiveness

- Organizational and project management skills to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to handle confidential and sensitive information with the appropriate discretion

## Position Specifications

### *Typical Experience*

- A minimum of four years' related law firm experience as a paralegal required
- A minimum of one years' experience with HSR and Antitrust filings preferred

### *Education*

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

## Working Conditions and Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices are required
- Frequently move (e.g., walk) around the office
- Occasional 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.