

# Paralegal II – Finance

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| <b>PeopleSoft Job Code / Title:</b> | 2054   Paralegal II                                  |
| <b>Facebook Title:</b>              | 00378   Paralegal                                    |
| <b>Department / Subdepartment:</b>  | Legal Professional and Paralegal                     |
| <b>Organizational Relationship:</b> | Reports to the Legal Talent Associate Director (LPP) |
| <b>FLSA Status:</b>                 | Non-Exempt   |
| <b>UCM Level:</b>                   | n/a  |
| <b>Last Updated:</b>                | March 2026   |

## Role Overview

The Finance Paralegal II plays a pivotal role in managing and leading all supportive aspects of finance-related cases or transactions. Their responsibilities include, but are not limited to, supervising and guiding the work of paralegals, secretaries, and support departments to ensure the successful completion of work for complex financial matters. They are highly skilled in legal research and the analysis of facts and information, with a particular focus on finance-related matters. Advanced knowledge and research capabilities in complex legal and financial matters is expected. The Paralegal II is responsible for supporting the needs of both internal and external clients while performing essential duties and key responsibilities.

## Essential Duties and Key Responsibilities

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

- Maintaining closing checklists, coordinating closings, preparing signature pages and following up on post-closing items, including preparation of related closing indices and binders
- Assisting attorneys and other paralegals with due diligence including reviewing and retrieving data room documents
- Preparing an electronic share folder for closing through our global technology group
- Ordering and requesting from vendors articles of organization and incorporation and corporate and tax certificates of good standing in appropriate jurisdictions, helping to resolve issues, if any
- Drafting forms, letters, or other documents both legal and non-legal
- Anticipating typical work for a transaction, and working with supervisors to ensure all aspects are addressed
- Editing basic finance documents such as promissory notes, guaranties, security agreements, consents, and finance statements
- Reviewing payoff documents and financing documents for authority to file liens and terminations, and coordinating with service company for filing at closing
- Reviewing closing documents as directed by attorneys (including payoff documents)
- Assisting with closings (including drafting certain documents and signature pages) and updates to the closing checklist as needed and instructed by attorneys
- Assisting with emailing transaction parties executed documents prior to close
- Drafting closing index
- Assembling and indexing closing documents so that final closing sets can be prepared and distributed
- Preparing routine correspondence with clients and other parties
- Coordinating the timely closure of a transaction to comply with Firm policies and procedures
- Creating and maintaining calendars for transactions, and distributing to supervisors and other team members
- Assisting with any projects needed by the department or staff locally, nationally, or internationally

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- Promoting effective work practices and working as a team member

## **Knowledge, Skills & Abilities**

- Demonstrating effective verbal and written communication with clients, outside vendors, and other parties
- 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
- Highly developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the Firm
- Ability to handle confidential and sensitive information with the appropriate discretion
- Effective utilization of portable and remote technology to respond to requests and facilitate the completion of assignments
- Outstanding management skills (e.g., organizing, planning, and problem-solving)
- Thorough knowledge of UCCs, perfecting new liens and guidelines for terminations, amendments and assignments
- General knowledge of corporate finance including the ability to review certified charters, good standing certificates, bylaws, resolutions and operating agreements
- Basic knowledge on how credit and security documents work

## **Position Specifications**

### *Typical Experience*

- Minimum of four years' law firm related experience as a paralegal required

### *Education*

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

## **Working Conditions and Physical Demands**

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