

Paralegal II – Structured Finance

PeopleSoft Job Code / Title: 2054 | Paralegal II
Facebook Title: Paralegal
Department / Subdepartment: Legal Professional and Paralegal
Organizational Relationship: Reports to the Legal Talent Associate Director (LPP)
FLSA Status: Non-Exempt
UCM Level: N/A
Last Updated: July 2025

Role Overview

The Paralegal II – Structured Finance supports the Structured Finance and Securitization practice group with a range of structured finance and securitization transactions including CLOs (the warehouse stage, new issuances (revolving and static), refinancings, reissues and resets, as required) and other business securitizations and refinancings. The Paralegal II will be an essential part of the team and the role will involve assisting on transactions from inception to closing.

This position requires prior knowledge of structured finance (specifically CLO) transactions. The role will also assist with the practice group's knowledge management efforts.

Essential Duties and Key Responsibilities

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

- Drafts, reviews, tracks, and maintains documents related to structured finance transactions
- Assists with the closing process (which includes creating execution version documents, compiling signatures, collecting condition precedents to closing and running closing searches for the legal opinions)
- Maintains files for various types of transactions
- Assembles and distributes post-closing documentation
- Prepares and finalizes notes and certificates
- Prepares and assists with SEC and other government filings
- Assists with registering securities with the DTCC including drafting Letters of Representation and appropriate Riders
- Liaises with other counsel, clients, internal specialist teams and third parties
- Uses CLO databases to run comparisons of market terms and positions
- Assists with completing deal submissions in Knowledge Management
- Tags and uploads transaction documents and industry standard forms into the document management and Knowledge Management database systems
- Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Strong organizational and project management skills
- Excellent attention to detail
- Ability to work independently and efficiently in a fast-paced environment
- Ability to multitask, manage time well, prioritize effectively, and handle multiple deadlines
- Strong communication skills, both written and verbal
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm

- Ability to work in a team environment with a customer-service focus
- Ability to handle confidential and sensitive information with the appropriate discretion
- Intermediate to advanced research skills
- Proficient in Microsoft 365, DocuSign, Acrobat

Position Specifications

Typical Experience

- Minimum of 4 years' experience of related law firm experience as a paralegal required
- CLO paralegal experience required
- Some experience with knowledge management preferred

Education

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

Working Conditions and Physical Demands

- Travel may be required
- Flexibility to work overtime and to be on call for important matters and tasks, as 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.