

# Research & Litigation Services Attorney – Artificial Intelligence

**Department:** Litigation Services

**Organizational Relationship:** Reports to the eDiscovery Counsel, Senior Manager

**FLSA Status:** Exempt

**Last Updated:** March 19, 2024

## **General Summary:**

The Research & Litigation Services Attorney – Artificial Intelligence (“AI Attorney”) provides legal advice, strategic consulting, and training services on legal issues related to generative artificial intelligence and the law. The AI Attorney remains abreast of legal trends relating to artificial intelligence and emerging technologies, including tracking and analyzing case law and legislation to ensure comprehensive and current guidance to attorneys, clients, and staff. In this role, the AI Attorney may also serve as a firm AI Client Liaison and may interface directly with clients, including providing legal and strategic guidance, presenting client-facing CLEs, moderating client panels, and drafting and updating client-facing thought leadership material, as well as presenting in internal and external professional group settings.

## **Essential Duties and Responsibilities:**

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

1. Monitors current legal AI developments and informs attorneys of significant events through emails, bulletins, and other appropriate means;. may prepares communications and tailored thought leadership materials for clients regarding these developments. including in pitches, newsletters, potential client presentations
2. Uses Westlaw, Lexis, and other research platforms, including those harnessing artificial intelligence, to provide high-level legal research, analyze strategies, and interpret trends with respect to AI-related issues across jurisdictions
3. Actively participates in internal firm working groups and practice teams focused on artificial intelligence; attends conferences, seminars, and Continuing Legal Education courses to remain current in case law and industry developments relating to emerging technologies
4. Researches judicial statements, court standing orders, and jurisdictional trends regarding use of artificial intelligence, including transcript review and panel attendance
5. Collaborates with Innovation and Technology Solutions Attorneys, Practice Support, eDiscovery, Litigation Services, Research & Library, Ethics and Knowledge Management attorneys, and business services colleagues across the firm to develop repositories, best practices, trainings, thought leadership, and additional offerings

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6. Maintains familiarity with and effectively leverages emerging and innovative technologies
7. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- JD degree from an ABA-accredited law school required
- Admission to at least one US state bar required

### *Work Experience*

- A minimum of four years' relevant law firm experience as an innovation and/or practicing attorney required

### *Knowledge, Skills & Abilities*

- Effective communication skills, both written and verbal
- Demonstrated ability to think creatively and provide strategic support to firm leadership
- Extensive knowledge of the concepts and principles of artificial intelligence as it relates to legal matters
- Extensive legal research and analytical skills, including ability to use Westlaw and Lexis
- Meticulous attention to detail
- Superior ability to solve problems and clear roadblocks relating to both technical issues and situations involving the coordination of attorneys, non-attorney staff, and different administrative departments
- High-level proficiency in technology software and tools, including those related to artificial intelligence
- Advanced knowledge of the Microsoft Office Suite of programs, including Word, Excel, Access, and PowerPoint
- Strong customer service skills; ability to respond promptly to incoming requests and act professionally with all patrons
- Ability to work independently on projects of significant complexity
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong analytical skills needed for all primary duties of position, including comprehending and communicating data

### *Physical Demands*

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

### *Working Conditions*

All Latham & Watkins positions are in a typical indoor office environment.

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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.