

Senior Analyst, Intellectual Property & Technology

PeopleSoft Job Code / Title:	6108 Senior Analyst IP and Tech/LS
Facebook Title:	Senior Analyst, Intellectual Property and Technology
Department / Subdepartment:	Legal Professional and Paralegal
Organizational Relationship:	Reports to Legal Talent Associate Director (LPP)
FLSA Status:	Exempt
UCM Level:	n/a
Last Updated:	July 2025

Role Overview

The Senior Analyst, Intellectual Property & Technology utilizes their training and expertise of the field to support the litigation team with cases related to intellectual property litigation, particularly patent litigation.

Essential Duties and Key Responsibilities

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

- Leverages subject matter expertise to analyze technical issues related to intellectual property litigation, specifically, software, electronics, and semiconductor technologies
- Consults and collaborates with technical experts to analyze hardware and software technologies and patents
- Drafts and reviews technical reports and analyses in support of litigation
- Distills complex scientific concepts and explains them in terms understandable to non-scientists
- Assists with the preparation of technical witnesses for their deposition and trial testimony, and developing exhibits for trial.
- Reviews and analyzes patents in complex technical fields
- Researches the scientific literature to identify, analyze, and evaluate prior art
- Maintains accurate timecard to account for hours worked in support of legal or firm matters
- Acts within scope of authority in a manner consistent with firm guidelines, policies and practices
- Completes additional projects on various issues as needed
- Promotes effective work practices, works as a team member, and shows respect for co-workers
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Knowledge, Skills & Abilities

- Excellent leadership skills (i.e., organizing, planning, problem-solving and decision-making)
- 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
- Strong communication skills, both written and verbal; technical writing skills
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong analytical skills with minimal supervision needed
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to demonstrate initiative and be a self-starter in an open market staffing system
- Ability to develop strong knowledge of firm policies and procedures

- Knowledge and proficiency of computer science and PC applications, including MS Office, and other programs necessary to complete thorough analyses and reports
- Ability to utilize MS Word and PowerPoint to enhance and deliver presentations
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Position Specifications

Typical Experience

- A minimum of five years' relevant experience required
- A minimum of two years' post-graduate IP-related experience (e.g., industry position with some involvement in or responsibility for IP strategy) preferred

Education

- Ph.D. degree or equivalent in Electrical Engineering, Computer Science, or a related field is required
- Patent bar qualification preferred

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Occasional 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.