

# Senior Paralegal – Corporate (Investment Funds)

<b>PeopleSoft Job Code / Title:</b>	2101   Senior Paralegal
<b>Facebook Title:</b>	Senior 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>	August 2025

## Role Overview

The Senior Paralegal – Corporate supports the Investment Funds practice group with the formation, administration, and compliance of investment funds. The role involves preparing and managing legal documents, coordinating transaction closings, managing client processes, and ensuring regulatory compliance with entities such as the SEC and CFTC. The role also manages investor communications and maintains accurate records and databases.

## Essential Duties and Key Responsibilities

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

- Organize, prepare, and file a variety of corporate legal documents for transactions, including articles of incorporation/organization, amendments, revivals, cancellations, state qualifications, consents, merger documents, initial drafts or certificates, and short-form closing deliverables
- Prepare structure charts and tax forms/filings, such as EIN applications, IRS Form 8822-B, IRS Form 8832, and 83(b) mailings
- Assist with closings, including the preparation of signature pages and closing notices
- Draft and update closing checklists and client process checklists
- Intake, review, and maintain a tracker for subscription agreements, including investor follow-up
- Coordinate secondary transactions with multiple parties, including the submission of AML and KYC requests and coordination of client platform services
- Draft and track consents for Limited Partnership Agreement (LPA) amendments
- Prepare and maintain side letter compendia and Most Favored Nation (MFN) compendia
- Assist with compliance matters related to the SEC, CFTC, and other regulatory bodies
- Prepare and file necessary regulatory documents, such as Form D filings and Blue Sky filings
- Prepare and submit Edgar Power of Attorney (POA) for EDGAR codes via EDGAR Next
- Update and maintain calendars for various deadlines
- Manage projects with organization, coordination, and timely communication with colleagues and client teams
- Manage data rooms, matter files, and maintain client databases
- Liaise with clients, investors, other stakeholders, internal teams, and third parties

## Knowledge, Skills & Abilities

- Strong organizational and project management skills
- Excellent attention to detail
- Ability to work independently and efficiently in a fast-paced environment

©Copyright 2025 Latham & Watkins. All Rights Reserved.

- 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
- Knowledge of state corporation laws and federal and state securities laws and regulations
- Intermediate to advanced skills in research involving federal, state and local government agencies, regulatory agencies and corporate service companies websites
- Proficient in Microsoft 365, DocuSign, Acrobat
- Experience with Sirion preferred

## Position Specifications

### *Typical Experience*

- Minimum of 6 years of related law firm experience as a paralegal required

### *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, especially during the end of fiscal quarters
- 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.