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Knowledge Management Attorney RSCNYC7054

Description

A leading global law firm is seeking a highly motivated and experienced Knowledge Management Attorney ("KM Attorney") to support its Registered Funds (RF) group within the broader Asset Management Practice. This role will lead the development and execution of the RF knowledge management (KM) strategy, drive innovation through advanced legal technology and AI tools (including Harvey, Hebbia, and ChatGPT), and enhance client delivery and internal efficiency.

Qualified applicants are encouraged to send their resume to jobplacements@reliablestaffing.com

Key Responsibilities

- Collaborate with RF partners and senior attorneys to improve workflows through technology and AI integration.
- Lead the development and execution of the RF group's KM strategy.
- Maintain and enhance model and precedent workspaces, forms, and checklists.
- Monitor registered funds market trends and implement updates to KM tools and resources.
- Develop and deliver training on KM resources and legal technology tools.
- Identify, evaluate, and recommend third-party legal and market resources.
- Support client deliverables (approximately 25% billable work).

Job Location

New York City, NY

Date posted

February 26, 2026

Valid through

26.02.2031

Base Salary

$ 200,000 - $ 325,000

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

jobplacements@reliablestaffing.com

Industry

Legal

Skills

- Strong writing, research, and communication abilities.
- Ability to build credibility and collaborate across offices and professional staff functions.
- Excellent organizational and project management skills.
- High attention to detail and ability to prioritize effectively.
- Interest and proficiency in legal technology and AI-driven tools.

Qualifications

- 3–5+ years of registered funds practice experience.
- Large law firm experience preferred; in-house counsel experience considered.
- Admission and good standing with the bar in the relevant jurisdiction.
- Experience with knowledge management initiatives, forms, and precedent documentation preferred.

Education

Juris Doctor (J.D.) degree required.

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