

2021 Job Descriptions

Administrative Positions:

Executive Director/Principal Administrator/Chief Operating Officer (Law Firm):

This individual assists in developing organizational and business goals. They also participate in meetings of the firm's governing body. Additional responsibilities include developing strategic business plans and administrative policies and directing a supervisory staff that is responsible for carrying out the firm's day-to-day operations. Reports to managing partner/management/executive/policy committee. If a lawyer, not primarily involved in the practice of law.

Administrative/Office Manager (Law Firm):

This individual is responsible for the day-to-day administrative operations of all or most support functions as contrasted with the broader role of the Principal Administrator. May be responsible for facilities management, including equipment, lease compliance, telecommunications systems, and environmental concerns such as ADA compliance. Reports to a supervising lawyer, Principal Administrator, or committee of lawyers responsible for the daily operations. May supervise staff responsible for carrying out the organization's day-to-day operations.

Branch Office Manager:

This individual is the administrator of the second and/or succeeding locations of a multi-office organization. Responsible for business management, operations and procedures of that office. May also have responsibility for accounting, staffing, facilities and maintenance, and other functions. Reports to the partner in charge of the office and/or the firm's Principal Administrator.

Practice Area Administrator:

This individual coordinates the efforts of a practice group team and oversees the group's strategic plan. Completes the due diligence requirements for case acceptance. Manages workload distribution among the team; administers quality control standards; and enhances the development of knowledge, skills and abilities of legal assistants. Reviews the performance of the practice group team and individual team members as needed.

Legal Project Manager:

This individual provides leadership for the development and maintenance of tools and services to enhance practice efficiency, quality and profitability. Directs efforts to promote and adopt project management tools and best practices and oversees evaluation and improvement of project management program.

Office Services/Facilities Manager:

This individual supervises the auxiliary support services of the organization. May include supervision of messengers, receptionists, telephone operators, supply clerks, copy center personnel and other general support staff. May include responsibility for leasehold improvements and maintenance, internal moves, inventory control, etc.

Professional Development Director:

This individual is responsible for overseeing and implementing all attorney development and training programs, including substantive legal education, business skills, mentoring and career planning. Other responsibilities include developing orientation programs for lateral partners and new associates, directing summer associate programs, overseeing attorney evaluations, and monitoring continuing legal education (CLE) compliance.

Human Resources Positions:**Human Resources Director:**

This is a key leadership position in the organization, potentially reporting directly to the Chief Operating Officer. The Director of Human Resources provides overall strategic HR leadership to the organization. This individual is responsible for managing the development and implementation of human resources policies, programs and services, including talent acquisition, training and development, performance management, organizational development, legal compliance, employee benefits and compensation, employee relations, employment practices and procedures, employee communications, and employee events.

Human Resources Manager:

This is a senior-level position with overall responsibility for all personnel matters regarding support staff. May include hiring, assignments, supervision, orientation, training, evaluation, maintenance of personnel records, and salary and benefits administration.

Human Resources Generalist:

Under the direction of the Director of Human Resources, the HR Generalist is responsible for benefits and wellness administration, onboarding/offboarding and staff talent acquisition.

Benefits Coordinator/Administrator:

This individual is responsible for the implementation and day-to-day administration of the firm's benefits programs, including insurance (life, health, disability), profit sharing, pension and other retirement vehicles. Analyzes programs and educates employees on programs and processes.

Legal Staff Recruiter:

This individual is responsible for the overall coordination and administration of the legal staff recruitment program. Works with law school placement offices and recruiting agencies, reviews candidate qualifications, verifies references and schedules interviews. May include orientation and training for new attorneys.

Support Staff Recruiter:

This individual is responsible for the overall coordination and administration of the support staff recruitment program, possibly including orientation and training.

Marketing Positions:**Marketing and/or Communications Chief Officer:**

This person is ultimately responsible for department and team members' performance. This individual collaborates with senior leadership to contribute to the firm's overall strategy, develops and drives annual marketing plans and budget ensuring alignment with firm's overall strategic direction, and identifies and develops the firm's position in the market and evaluates market opportunities with senior firm leadership. Other responsibilities include the following: driving business development and sales opportunities, setting and communicating internally and externally the firm's reputation and brand, and representing the firm in the legal industry and within business markets in which they work.

Marketing and/or Communications Director:

In the instance where a firm does not employ a "chief" level position, this role may be the "first chair" professional leading the department (otherwise this person reports to chief). This individual directs all interaction with and the management of teams, oversees projects and processes, interfaces with practice group leaders and all firm operations areas, and serves as department liaison to other business services teams across the firm. Other responsibilities include budget allocation, idea generation, supervision, and professional development of teams. Additionally, this person develops individual and practice area marketing plans, oversees new business proposals and the RFP responses, and oversees the development of organizational communications and promotional materials. This individual plays a key role in media relations and analyzing competitive intelligence. They may also network directly with clients, prospects and referrals.

Marketing and/or Communications Manager:

Executes specific elements of a firm's marketing plan as assigned by leadership, such as individual marketing or communications components. This individual leverages marketing staff and administrative personnel as appropriate to accomplish objectives, evaluates and reports on performance across approved metrics, monitors and reports on competitive activities, and organizes appropriate responses specific to individual assignment. Other responsibilities include assisting with annual marketing plans and budget for individual areas of responsibility under guidance and direction of senior marketing leadership, effectively managing assigned budgets across projects, and supporting incremental marketing activities as directed by senior leadership.

Marketing and/or Communications Senior Coordinator/Specialist:

This individual handles specific tactical elements associated with the firm's marketing and/or communications plan. Other responsibilities include providing follow-up support as needed with agencies and other third-party partners, and potentially having executional responsibility for a particular element of a marketing plan under the direction of a manager or director.

Marketing and/or Communications Business Development Assistant/Coordinator:

Assists senior members of the business development team with various projects, internal and external communications, and digital and technology platforms to support existing client relationships and new client opportunities.

Business Development Director:

In the instance where a firm does not employ a "chief" level position, this role may be the "first chair" professional leading the department (otherwise this person reports to chief). This individual directs all interaction with and the management of teams responsible for business development, oversees projects and processes, interfaces with practice group leaders and all firm operations areas, and serves as department liaison to other business services teams across the firm. Other responsibilities include budget allocation, idea generation, and supervision and professional development of teams. They also develop individual and practice area business development plans, oversee new business proposals and RFP responses, and lead appropriate client presentations. They also oversee the development of organizational communications and promotional materials to support business development objectives and play a key role in analyzing competitive intelligence; they may also network directly with clients, prospects and referrals.

Business Development Manager:

Executes specific elements of a firm's business development plan as assigned by leadership, such as existing client relationships or new client opportunities. This individual leverages marketing staff and administrative personnel as appropriate to accomplish objectives, evaluates and reports on performance across approved metrics, monitors and reports on competitive activities, and organizes appropriate responses specific to individual assignments. Other responsibilities include assisting with annual business development plans and budget for particular areas of responsibility under guidance and direction of senior business development leadership, effectively managing assigned budgets across projects, and supporting incremental business development activities as directed by senior leadership.

Business Development Senior Coordinator/Specialist:

Assists senior members of the business development team with various projects, internal and external communications, and digital and technology platforms in order to support existing client relationships and new client opportunities.

Marketing and Business Development Chief Officer:

This individual is ultimately responsible for department and team members' performance. They collaborate with senior leadership to contribute to the firm's overall strategy and develop and drive annual business development plans and budget, ensuring alignment with firm's overall strategic direction. They also leverage the firm's position in the market and evaluate market opportunities with senior firm leadership to support business development opportunities, drive business development and sales opportunities, and represent the firm in the legal industry and within the business markets in which they work.

Marketing and Business Development Director:

In the instance where a firm does not employ a "chief" level position, this role may be the "first chair" professional leading the department (otherwise this person reports to chief). This individual directs all interaction with and the management of teams responsible for marketing and business development; oversees projects and processes; interfaces with practice group leaders and all firm operations areas; and serves as department liaison to other business services teams across the firm. Other responsibilities include budget allocation, idea generation, supervision and professional development of teams; developing individual and practice area business development plans, overseeing new business proposals and RFP responses and leading appropriate client presentations. Likewise this individual oversees the development of organizational communications and promotional materials to support business development objectives; plays a key role in media relations, analyzing competitive intelligence and may also network directly with clients, prospects and referrals.

Marketing and Business Development Manager:

Executes specific elements of a firm's marketing or business development plan as assigned by leadership. This individual leverages marketing, business development staff, and administrative personnel as appropriate to accomplish objectives; evaluates and reports on performance across approved metrics; monitors and reports on competitive activities; and organizes appropriate responses unique to individual assignments. Other responsibilities include assisting with annual marketing plans and budget for specific areas of responsibility under guidance and direction of senior marketing leadership, effectively managing assigned budgets across projects, and supporting incremental marketing activities as directed by senior leadership.

Marketing and Business Development Senior Coordinator/Specialist:

Assists senior members of the marketing or business development team (as assigned by leadership) with various projects, internal and external communications, and digital and technology platforms to support existing client relationships and new client opportunities.

Events Manager/Coordinator:

This individual is responsible for planning, overseeing and evaluating client events, seminars, etc. Other responsibilities include reviewing venues and catering providers, creating and distributing event invitations, and handling RSVPs. They also provide on-site support during events for registration and meeting logistics.

Technology Positions:

Chief Information Officer:

Analyzes, plans and manages all aspects of the automated systems technology. This may include data processing, word processing, LAN, WAN, integration of systems, telecommunications and personal computers. This individual consults with professionals and staff regarding system capabilities, procedures and issues. Other responsibilities include selection, assignment, training and evaluation of systems personnel; and making budget, software and systems selection recommendations. They may be responsible for oversight of information systems in multiple office locations and/or international locations. This individual may report to Principal Administrator and/or Managing Partner.

Information Technology Director/Manager:

This is a senior-level position with overall responsibility for planning, managing and directing the technology and communications systems of the organization. This individual directs planning and budgeting, and reviews new products and systems. Other responsibilities include overseeing applications development/support, training, etc., and supervising all staff directly engaged in these activities.

Cybercrime Director/Specialist:

This individual is responsible for planning, coordinating and implementing information security programs to protect against web threats, including malware, phishing, viruses, denial-of-service attacks, information warfare and hacking.

Web Developer/Manager:

This individual is responsible for developing and maintaining the organization's website. Determines layout, creates graphics and applications, and interacts with outside vendors as necessary. Ensures that all professional biographies, articles and similar materials are accurate and current.

CRM and E-marketing Specialist:

The CRM and E-marketing Specialist will develop, manage and support the firm's CRM and marketing strategies to ensure the accuracy of strategic business data, train and encourage CRM adaption and usage, and work to drive business through targeted CRM usage. Reporting to the Director of Marketing, the Specialist will work closely with two senior business development managers, firm lawyers in all practice areas and other marketing team members on a wide variety of CRM data management, marketing and business development projects.

E-discovery Director/Specialist:

This individual is responsible for overseeing e-discovery procedures, developing processes, and applying industry trends and technology.

Systems Manager:

This individual is responsible for operation and maintenance of all computers. In a larger organization, may report to the Director of Information Technology.

Network Administrator:

This individual is responsible for all aspects of the firm's LAN/WAN: installing, configuring, monitoring and maintaining hardware and software. Identifies areas for upgrading and enhancement and makes recommendations for improvement. Maintains security and disaster recovery plans.

Word Processing Manager:

Responsible for supervision of word processing operators, coordinates workflow and schedules, assists in document production, and maintains quality standards.

Applications Support Analyst:

This individual is responsible for support of firm's LAN and PC software applications, including testing, installing, configuring and upgrading software packages.

Help Desk/User-Training Specialist:

This individual responds to end-user requests for service, solving problems with hardware and software. Develops and conducts effective training programs for firm technology; may also develop training and reference materials.

Library and Records Positions:

Library Director/Manager:

This individual is responsible for managing all aspects of the law library, including acquisitions, budget, legal research services, library catalog and interlibrary loans. Other responsibilities include evaluating electronic and print research resources, as well as library management software. May hire and supervise library staff.

Reference Librarian:

This individual performs legal and non-legal research, evaluates print and electronic resources, and provides training for attorneys and paralegals on research and reference resources. They also process interlibrary loans.

Library Clerk:

This individual provides clerical and administrative support. Other responsibilities include processing incoming material and invoices, preparing printed journals for routing, maintaining the library database, and shelving library materials after use.

Records Manager/Director:

This individual is responsible for managing the organization's legal files and other vital records. They create and maintain records management systems and procedures, including retention and destruction policies. May be responsible for conflict of interest procedures.

Records/File Clerk:

This individual is responsible for filing, coding and data entry for all incoming firm records. Responsible for indexing and retrieving files stored off-site.

Accounting and Finance Positions:**Chief Financial Officer:**

Responsible for directing the fiscal functions of the firm accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, the Securities and Exchange Commission, and other regulatory and advisory organizations and in accordance with financial management techniques and practices appropriate within the industry.

Finance Director/Controller:

This individual is responsible for financial projections, reports and treasurer functions of the firm, including budgeting and trust account administration. Oversees all aspects of the firm's financial, time, billing and collection systems.

Accounting Manager/Supervisor:

This individual is responsible for supervising or performing accounting activities. These activities may include financial reporting, timekeeping, billing, trust accounts, accounts receivable, accounts payable, payroll, petty cash, etc. In a larger organization, may report to the Finance Director/Controller.

Finance Reporting Analyst/Manager:

This individual is responsible for preparing management reports, compiling and analyzing data with written analysis. Also responsible for analyzing revenue and budgets, trend analysis profitability, compensation analysis and business metrics review.

Collections Manager:

This individual organizes and manages the firm's financial relationship with clients, makes client intake recommendations, establishes credit thresholds, monitors work-in-progress to ensure timely billing, and develops strategies for collection of past due client accounts. Responsible for the development and distribution of cash-flow reports to management and the coordination of the collection plan.

Payroll Specialist:

This individual is responsible for all payroll tasks, including calculating overtime, processing deductions and maintaining accurate records. May require use of specialized software.

Billing Manager:

This individual is responsible for all aspects of billing, new file intake, conflicts checking, timekeeper setup and rate management, using Elite Legal Billing System, WordFlow and various electronic billing packages. Supervises billing secretaries, specialists (all offices), file opening clerk and conflicts clerk. They typically report to the Chief Financial Officer. Other responsibilities include orchestrating all aspects of the firm's invoicing and billing processes, including but not limited to, appeals, deductions, rejections, split billing, setting up matters, maintaining budgets, mapping timekeepers and rates, as well as the accounts receivable follow up.

Billing Specialist:

This individual assists in all tasks necessary to achieve timely and accurate client bill processing including preparing pre-bills and final bills, monitoring write-offs and other adjustments, reporting on WIP, etc.

Accounting Clerk/Bookkeeper:

This individual is responsible for processing cash receipts, account statements, accounts payable and data entry.

Legal Support Services Positions:**Litigation Support Coordinator:**

This individual creates databases for depositions and other documents, coordinates data conversion and input. Other responsibilities include providing litigation support software training, assisting with data searching and retrieval, and evaluating new software and other technology tools. May be responsible for budgets, production timelines and quality review.

Paralegal Manager/Supervisor:

This individual is responsible for the organization's legal assistant program. In cooperation with department leader(s), determines staffing needs, hires and supervises paralegal staff, conducts performance evaluations, and monitors billable hours.

Secretarial Supervisor/Coordinator:

This individual directly supervises legal secretaries/administrative assistants, either for the entire secretarial staff or for a floor or department in a larger firm. Responsible for hiring, performance evaluation, scheduling and workload adjustments.

Paralegal:

This individual assists the firm's lawyers in the delivery of legal services. Performs work of a substantial legal nature under the supervision of a lawyer.

Legal Assistant:

This position performs a variety of administrative support duties and delivers high-quality services to internal and external clients, exhibiting commitment to integrity and excellence. The position requires thorough knowledge of all firm and practice-specific administrative processes and procedures, information technology systems and research tools; also requires broad-based understanding of the clients, matters and associated practices. The scope of responsibilities includes prioritizing, managing and following through on multiple projects, and communicating effectively with clients, attorneys, staff and peers.

Docket Clerk/Manager:

This individual is responsible for tracking client, legal and filing deadlines, and notifying responsible attorneys to ensure those deadlines are met.

Nurse Consultant:

This individual organizes and analyzes medical records and case files, and assists in developing case management and trial strategy.

Conflicts Analyst/Coordinator:

This individual screens potential new clients for conflicts with current clients and updates related files. They also screen new hires for potential client conflicts, assists with monitoring professional liability insurance and malpractice claims, and assists with ensuring attorney compliance with ethics rules.

Pro Bono Manager/Coordinator:

This individual is responsible for the pro bono program and its related activities such as volunteer recruitment and recognition, fundraising, public relations and outreach, developing and implementing pro bono projects, placing matters with volunteers, and tracking pro bono cases.

Law Clerk:

This individual researches and drafts briefs, legal memoranda and other legal documents on issues relevant to clients. Can be a temporary employee who attends law school or who has not been admitted to practice in the state. Performs substantive legal functions in client matters according to established policies and procedures and under the direct supervision of attorney(s) employed in the law office. Keeps accurate time records. Maintains positive contact with clients and observes confidentiality in client and law office matters.

Intellectual Property Practice Area Positions:**Patent Agent:**

This individual provides scientific support to attorneys involved in patent litigation. Other responsibilities include reviewing and analyzing patents and technical documents as part of case preparation and filing applications and registrations. May be involved in litigating infringements and other IP matters.

IP Paralegal:

This individual assists attorneys with preparation, filing and prosecution of trademark and copyright applications and assists in maintaining registrations and in transferring patents, trademarks and copyrights. Performs trademark and patent screening searches. Drafts documents, compiles and analyzes data.

IP Docket Specialist:

This individual assists attorneys with preparation, filing and prosecution of trademark and copyright applications. Other responsibilities include assisting in maintaining registrations and in transferring patents, trademarks and copyrights; performing trademark and patent screening searches; drafting documents; and compiling and analyzes data.

IP Secretary:

This individual provides high-level secretarial support to patent or trademark attorneys. Requires knowledge of specialized terminology and USPTO practice and procedures.

Office Services Positions:**Receptionist:**

This individual is responsible for reception duties. Other responsibilities may include scheduling conference rooms, ordering refreshments and/or meals for meetings, and scheduling equipment repair. They may also perform light typing and other clerical responsibilities. Additionally, they perform all functions related to receiving calls, clients, vendors and deliveries and directing them to appropriate individual(s) within the firm according to established policies and procedures. Maintains contact with attorneys, staff and clients and observes confidentiality of client and firm matters.

Copy Clerk:

A copy clerk processes documents and prepares rooms for meetings or seminars. The copy clerk sorts and distributes mail and faxes and makes copies of documents. They operate and maintain the copier and fax machines and pick up and deliver parcels and mail to clients. They record and log information concerning incoming and outgoing mail and packages.

Messenger:

This individual collects, sorts and delivers mail; office documents; and light supplies and materials. Other responsibilities include sorting and shelving books and other library materials; acting as an attendant checking library materials at exits; performing routine, repetitive clerical tasks, including the operation of simple office machines; and doing relief receptionist work. May be required to lift large, moderately heavy boxes and related work.



Associate Attorney:

Associate Attorney 1 or less years of experience

Associate Attorney 2 years of experience

Associate Attorney 3 years of experience

Associate Attorney 4 years of experience

Associate Attorney 5 years of experience

Associate Attorney 6 years of experience

Associate Attorney 7 years of experience

Associate Attorney 8 years of experience

Associate Attorney 9 years of experience

Associate Attorney 10 or more years of experience

Summer Associate