# SAMPLE ADMINISTRATIVE FORM

## ADMINISTRATOR JOB DESCRIPTION

I. Summary

The administrator, who is an experienced, executive level manager, has the day-to-day and general responsibility for all support functions and staff personnel of the firm, as detailed later in this description. In recognition of the importance of the position, the administrator is expected to creatively and continuously define and redefine the scope of the position by searching for new areas to be improved upon (rather than simply reacting to problems as they arise).

II. Reporting

The administrator shall report directly to and be responsible to the executive committee and the managing partner, although in appropriate instances he/she may perform assignments for special committees of the firm.

III. General Requirements

1. Financial background
2. Ability to understand, evaluate and supervise operation of technologically and operationally complex equipment (e.g., data processing, word processing, and document reproduction)
3. Analytical ability
4. Ability to communicate and deal with people including:
5. Sensitivity to human needs;
6. Ability to command respect and inspire confidence;
7. Strong powers of persuasion;
8. Ability to channel effectively activities of numerous strong-willed partners and associate attorneys.

E. Creativity

IV. Membership

The administrator will serve as recording secretary of the executive committee and will prepare agendas for its meetings. This person shall attend meetings of the executive committee and any other committee meetings required by the position, except when their own remuneration and compensation shall be under consideration. He/she shall gather information and prepare reports requested by members of the executive committee. The administrator will attend partnership meetings, serve as a resource person, and participate in decision-making as requested.

He/she shall be encouraged to join appropriate organizations with membership dues and expenses to be borne by the partnership within an approved budget. In this regard, the administrator shall guard the confidentiality of all firm information.

V. General Responsibility

The administrator shall have overall responsibility for the performance of all of the functions described in Section VI below (and others as they arise). Fulfillment of these responsibilities, however, may occur directly, or in conjunction with or under supervision of subordinates (e.g., personnel manager, data processing manager, word processing supervisor, librarian, or file manager).

In this connection, it shall be the administrator’s ongoing responsibility to make recommendations to the executive committee with respect to continuous refinements and staffing of the support hierarchy so that it functions smoothly and efficiently with the least number of people.

VI. Authority

1. Personnel

The administrator has the authority to engage the services of any staff employee at such compensation as may be available within the budget. He/she has authority to discipline or discharge any staff employee.

1. Purchasing

The administrator has the authority to contract for purchases within the limitations of an approved budget.

VII. Specific Responsibilities

1. Personnel (staff)
2. Determine staff personnel.
3. Locate, recruit, screen, test and engage the services of staff employees.
4. Conduct employee evaluations and recommend levels of and changes in compensation for staff employees.
5. Maintain confidential personnel files for all employees and partners.
6. Develop systems of personnel utilization for staff employees, and improve general supervision and discipline for the staff.
7. Maintain methods of communications with partners and employees, study and recommend benefit programs and administer such programs.
8. Familiarize all new employees with regard to office procedures, security and other matters of firm policy.
9. Schedule vacations for all staff employees.
10. Consult with employees to assist in resolving personal or job-related problems, and, where appropriate, act as spokesperson in dealing with attorneys.
11. Develop programs for maintenance and improvement of employee morale.
12. Counsel staff employees who are not meeting the firm’s standards and direct their improvement program.
13. Arrange for termination of employment of personnel who must leave for personal reasons or because of the inability to perform tasks assigned them.
14. Maintain and develop compliance programs for equal employment opportunity.
15. Assist the lawyer recruiting committee in contacting law schools for interviews responding to requests for and scheduling interviews, screening resumes, arranging visits to the office for candidates for summer clerkship or associate employment, greeting law students or graduates who come to the office for interviews, assuring that the candidate’s visit is meaningful to the candidate and to the office, and making all necessary transportation, lodging and entertainment arrangements.
16. Regulate work flow within the firm and the work load, including overtime, of individual staff employees.
17. Develop individual job descriptions for all staff positions within the firm.
18. Assist in outplacement of terminating associates, attorneys and paralegals.
19. Supervise administrative aspects of departmental rotation of new associate attorneys.
20. Assist the associate evaluation committee by coordinating the schedule of semi-annual evaluations, developing and circulating the evaluation reporting forms, reviewing the results of the individual evaluations for consideration by the committee, and compiling all necessary materials for presentation to the committee for consideration of compensation changes.
21. Prepare and transmit new partners copies of all pertinent firm documents, and conduct financial briefings on firm operations for all new partners.
22. Assist the points committee by gathering data and compiling all necessary materials for presentation to the committee for consideration of partner compensation.
23. Finance and Accounting
24. Develop financial plans and budgets for the executive committee.
25. Provide periodic reports regarding performance against budgets.
26. Provide other financial reports, including summaries of time recorded, accounts receivable, and cash flow, as requested by the executive committee and the managing partner.
27. Supervise the timekeeping, billing and general accounting functions.
28. Maintain controls on delinquent accounts and disbursements to encourage the collection of both.
29. Study and recommend improved systems for accounting, timekeeping, billing and collections.
30. Act as the firm’s liaison with its public accountants.
31. Insure the timely preparation and filing of tax returns, forwarding of withholding, and other reporting requirements of all levels of government.
32. Administer the firm’s pension plan, including computation and payment of contributions and filing of appropriate reports.
33. Approve payment of accounts payable.
34. Take responsibility for maintaining bank relationships.
35. Take responsibility for investment of the firm=s liquid assets.
36. Assist in tax planning for the firm.

C. Long Range Planning

1. Project growth and needs for the future of the firm.
2. Develop and analyze costs for proposed new areas of practice and potential mergers with other firms.
3. Keep the executive committee advised on the firm’s financial needs and prepare for consideration proposed billing rates necessary to meet those requirements.
4. Prepare and update long-range budget projections.

D. Office Equipment and Supplies

1. Contract for and insure timely delivery of furniture, office machines and equipment, supplies, printed material and other purchases.
2. Insure that the firm obtains proper value for funds expended, considering both cost of purchase and client and community relationships.
3. Establish and maintain a complete inventory of all firm property.
4. Supervise storage and distribution of office supplies.
5. Assume responsibility for purchasing, indexing and distribution of preprinted forms.
6. Become familiar with new developments and equipment through regular contact with technical representatives, attending and participating in business shows, subscribing to professional trade publications, and attending and participating in seminars.
7. Set up and supervise maintenance schedules on all equipment.
8. Prepare cost studies and recommendations to the executive committee, comparing various equipment alternatives and methods of acquisition.
9. Negotiate as required with vendors to secure purchase agreements and/or lease or rental contracts.

E. Physical Facilities

1. Make appropriate recommendations for adding or divesting space, for use of space and for location and relocation of attorney’s office when required.
2. Work with outside architects or consultants in planning the space requirements of the firm.
3. When construction is underway, maintain files and records for construction contracts, progress reports, change orders and payment schedules, and arrange all physical movements of people, furniture and functions necessary to expedite construction.
4. Maintain ongoing relationship with landlord.
5. Insure proper maintenance, appearance, cleanliness and security of facilities.

F. Systems, Procedures and Services

1. Generally study and recommend changes in office procedures and systems, or recommend procurement of outside assistance as required.
2. Supervise the operation of, and continuously refine and improve the firm’s systems and procedures, including:
3. data processing
4. automated word processing
5. document production (including dictation and typing procedures)
6. document reproduction
7. document retrieval (including filing, indexing, storage, microfilming, file purging)
8. docket control systems
9. conflict of interest systems
10. litigation support
11. mail and document flow (including incoming and outgoing mail, mailing equipment, special messenger services, telecopies, in-house messengers)
12. dining and food services
13. Be alert to opportunities for computerization and other cost-saving or service-expanding concepts and ideas, and make recommendations to the executive committee.
14. Develop, publish and constantly update staff, attorney, and other office policy and procedure manuals concerning the operation of the firm.

G. Library and Continuing Legal Education

1. Assume general administrative responsibility for the library and its staff, with the understanding that a librarian may report directly to a lawyer for the purpose of direction and decision-making concerning actual operation of the library.
2. In cooperation with department heads, coordinate continuing legal education programs and arrange for attendance at seminars by attorneys.

H. Community and Client Relations

1. Supervise personnel and procedures employed in telephone answering and client reception, including reception areas and other public/client areas.
2. Oversee operation of, and seek ways to improve, the firm=s telephone system.
3. Develop, refine and supervise maintenance and constant update of the firm’s general and specialized mailing lists.
4. Develop, and thereafter update, a firm resume, and provide input for published lists (e.g., Martindale-Hubbell).
5. Supervise the preparation and distribution of announcements.
6. Provide for in-house dissemination of information important to the partners and employees.
7. Assist in implementing public relations (press, government, Bar associations, and relations with other firms).

I. Uniformity and Quality Control

1. Consult with, assist, and guide department heads and individual attorneys, as well as the practices and standards committee, in achieving the firm’s goal of uniformity of format and work product whenever feasible.
2. In cooperation with the word processing operation, maintain, index, expand, and oversee continuous updating of standardized forms prepared by attorneys.

J. Insurance

1. Administer the existing insurance programs for the firm, make recommendations for changes to modify coverages as appropriate and to reduce costs, and analyze new programs as needed. Types of insurance include:
2. accident and health
3. casualty
4. professional liability
5. bonding
6. disability