

SENIOR CITIZEN LAWYER LAW FIRM SEEKING A LEGAL ADMINISTRATOR WITH EXPERIENCE

We are looking for a Legal Administrator to work directly with the Law Firm Owner to oversee everything except the practice of law. This includes not only strategic planning, project management, and critical administrative and financial oversight, but is also a key leadership role in shaping and sustaining firm culture.

We need a Law Firm Administrator who is a PRO at workflow and project management, who deeply understands employee engagement, who is metrics-driven and KPI-obsessed, and who will be invested in making important contributions to the success of the Firm.

About the position

We're an established elder law firm with an office in Fair Oaks, CA. We need a full-blown *bona fide* Legal Administrator who has experience running an office and building a successful business.

The position encompasses a wide range of activities with involvement in all phases of administration, personnel, finances, facilities, and business systems. We need someone with the experience and maturity to work closely with the Owners and key staff on strategy, policy, problem-solving, and decision-making. This position will be responsible for planning, organizing, directing, and controlling the day-to-day operations of the Firm, and for directing the implementation of Firm policies.

We are building a firm where systems run the business, and people run the systems. *This position is responsible for improving both our people and our systems.*

You must be able to show evidence of your prior success with:

- Playing a role in management of teams of 20+ people and budgets of \$5,000,000 or more
- Systems management and process refinement to ensure matters are handled appropriately so that client needs are met, legal & ethical requirements are exceeded, and clients receive excellent service
- Employee engagement and leadership, supervision, and termination
- Measuring what matters and using common financial reports to make business decisions (budget variance, P&L, cashflow forecast)
- Management of all the firm's vendors

We care about skills and experience. We care just as much about your behaviors, habits, and attitudes...the right person for this role must:

- Lead change - drive it, love it, and thrive in it
- Talk more about the solution than the problem
- Never hesitate to praise when deserved and correct when needed
- Have thick skin

Ideal applicants will have the Knowledge, Skills, and Abilities recommended by the Association of Legal Administrators. Prior legal experience is required. Do not apply without it. Knowledge of our area of practice will be *helpful*. In all cases, you need to commit to getting yourself up to

speed quickly because you will be expected to make sure cases and clients are getting the attention they need and that the staff is following the rules.

Our firm has been very successful, and we have grown rapidly *without* the guidance of a professional administrator. We are proud of the firm we've built; we've done a lot of good, and we've done a lot of stuff right! But there is a lot of room for improvement and expertise. This is the first time we will be bringing in someone from the outside to help us manage and *grow* our firm. The right person for this position is someone we can develop trust in and who will trust in us. The right person for this position will be able to "manage up" to help us help you get your job done.

This is an executive-level position with executive compensation that includes a salary and incentives driven by performance towards KPIs, plus a benefits package including health insurance, 401(k) retirement plan and paid time off.

We love helping people transform the experience of living and dying and exchange fear for assurance. We are all about people living their best life through the power of planning. We want to have a good life and we want to pursue our hopes and dreams and help you pursue yours. We also care about our team and we are very dedicated to maintaining a positive and upbeat work environment. If this sounds like a law firm where you want to work and a job you can do, we very much look forward to talking with you soon.

TO APPLY, WE NEED YOU TO FOLLOW A TWO-STEP PROCESS. If both steps are not correctly followed your application will not be considered. (Yes, we are serious about this. Following instructions is pretty important for a Firm Administrator who is supposed to help us streamline our operations and make sure everyone follows the rules.)

Send an email to hire@seniorcitizenlawyer.com and attach a PDF of your resume' and a cover letter. The cover letter should contain no more than TWO paragraphs and a closing sentence. In the first paragraph explain what you believe are the 3 most important qualities needed in someone who works with elder law clients and why you believe they are the most important qualities. In the second paragraph, explain why you applied to this particular ad. As a closing sentence please write, "I have read the instructions contained in the job posting and have followed the instructions." The subject line of the email should be your last name (all caps), followed by the position you are applying for in lower case, followed by one word that you would use to describe yourself in all caps. [For example: SMITH legal administrator AWESOME].

We look forward to reviewing your application.