



**JOB DESCRIPTION**  
**Chief Operating Officer**  
(30 lawyers, three office locations, \$110-150K)

**Position** Chief Operating Officer

**Location** \_\_\_\_\_, \_\_\_\_\_

**Description** The law firm of \_\_\_\_\_ seeks an experienced Chief Operating Officer to lead the Firm’s management and administrative functions. The ideal candidate has at least five years experience in a law firm environment, has strong business acumen and human resources skills, and brings a “firm first” approach to this challenging position.

Importantly, the Chief Operating Officer will be given considerable authority and autonomy to achieve Firm goals and objectives, including improved operating efficiencies and enhanced profitability.

Based in \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ is a growing firm with 30 lawyers and additional office locations in \_\_\_\_\_ and \_\_\_\_\_. For more information, visit [www.\\_\\_\\_\\_\\_.com](http://www._____.com).

**Duties and Responsibilities**

The Chief Operating Officer will have primary responsibility and authority to lead and administer these important functions of the Firm:

**Finance**

Planning, forecasting, budgeting, financial reporting, general ledger accounting, billing and collections, cash flow, banking relationships, tax planning and reporting, trust accounting, payroll, insurance programs, pension and retirement plans.

**Human Resources**

Recruiting, hiring, training, managing and evaluating all non-lawyer administrative and support personnel. Salary administration, benefits administration, workers’ compensation, personnel data systems, job design, and resource allocation.

**Systems and Information Technology**

Computer systems design and maintenance, information services, records management, library management, office automation, information storage and retrieval, telecommunications, litigation support, legal practice systems and other systems management. Systems analysis, operational audits, cost/benefit analysis, and procurement.

**Facilities Management**

Space planning and design, lease negotiations and inventory/supplies control. Records management/retention and disaster recovery. Mail/messenger services, and other

facilities management functions for three office locations. Equipment acquisition and vendor selection.

In addition, the Chief Operating Officer manages and contributes significantly to the following activities of the Firm:

**Operations / Management**

Strategic and tactical planning, risk management, quality control, organizational development, firm planning processes and other general management functions.

**Practice Management**

Lawyer recruiting, training and development, legal work product quality control, professional standards, substantive practice systems and other practice management functions.

**Marketing and Business Development**

Client profitability analysis, business development, marketing, public relations, collateral materials and website. Client relations. Enhancing the Firm's image and visibility in desired markets.

**Qualifications** Minimum 5 years experience in law firm administration.

Strong human resources and financial skills required, with an MBA and/or CPA degree preferred.

Effective organizational, communications and interpersonal skills required.

Excellent problem-solver and team player. "Firm first" attitude and mindset.

Must work effectively with other motivated professionals in a fast-paced environment.

**Compensation** **\$110-150,000 per year**, commensurate with experience and credentials. Full benefits package and relocation assistance.

**Reporting**

**Relationships** Reports to the Firm's Management Committee, with day-to-day direction from the Firm's Managing Partner.

**Contact**

Qualified and interested candidates should send a resume and cover letter to [JRemsen@TheRemsenGroup.com](mailto:JRemsen@TheRemsenGroup.com).

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**TheRemsenGroup**

727 Kirkwood Avenue - Atlanta, GA - 30316  
404.885.9100 - [www.TheRemsenGroup.com](http://www.TheRemsenGroup.com)