

SAMPLE JOB DESCRIPTION

Legal Operations Specialist

Houston, TX

Background

We are seeking a legal operations specialist for our growing legal team. You will work side-by-side with our legal operations manager to help create processes and practices to improve the day-to-day efficiency and effectiveness of the legal team, facilitate change, and control costs.

This is a generalist role that involves managing and supporting projects across the full range of subject matter supported by the legal team. You must be adaptable and proactive in identifying areas of need and generating action plans.

Responsibilities

- Help the legal operations manager to define and drive strategic and operational initiatives with on-time and on-budget results
- Assist in identifying and implementing legal department tools to streamline new or existing practices, as well as managing design, rollout, and training for new systems.
- Help enforce processes and policies to manage outside counsel usage and spend
- Assist the legal operations manager with budget matters and optimizing workflows within the legal department
- Collaborate with cross-functional teams including sales, support, service, business development, regulatory, IT, and finance, as well as various business units

Requirements

- B.A. or B.S. required
- 1–2 years of experience with legal project operations and management in-house or at a law firm (both preferred); clerical experience also preferred
- Experience developing forms, processes, and policies
- Ability to move projects forward by gaining support from stakeholders
- Proven track record of collaborating with cross-functional groups to set objectives and produce results
- Excellent analytical, problem-solving, and communication skills
- Support and handle a variety of ad hoc projects within the team as they arise
- Able to thrive in a fast-paced environment and successfully manage multiple deadlines