



memberprofile

MANUEL "MANNY" MOLINA

Legal Administrator – United States Army Combined Security Transition Command – Afghanistan
Kabul, Afghanistan

“Manny” on a Mission

Manny Molina is the Legal Administrator for the Combined Security Transition Command - Afghanistan, a headquarters for a 34-nation coalition force with an area of responsibility overlapping six countries. Molina works for one of the world's largest firms, with more than 3,400 attorneys and over 12,000 military and civilian paralegals worldwide.

Before joining ALA six years ago, Molina enlisted in the U.S. Army in 1990, became a paralegal specialist in 1992, joined the warrant officer corps in 2000, and then became a legal administrator. “I would have never thought that I would deploy to a war as a legal administrator,” he said. “It is amazing to see how much soldiers in my command confide in me to get the mission done.” However, that’s not Molina’s only mission; in 2008, he plans to attend ALA’s Annual Educational Conference and Exposition in Seattle, Washington! Read on to find out about his other plans and what life is like on the other side of the world.



Serving in Afghanistan, legal administrator Manuel “Manny” Molina (right) faces many unique challenges, and yet he still finds time to volunteer to help area children.

1 My main responsibilities are:

the overall support for a multi-national staff law office of 15 attorneys and three support staff. I’m responsible for all law office administration, personnel management, training coordination, building maintenance, security, information technology, and I am a security manager.

2 I became a legal administrator

when: I realized I wanted to stay in the military until retirement. I wanted to be part of the decision-making team and make a difference in the office.

3 The thing I like best about being a legal administrator is:

having an active voice in the legal office, one that is not ignored.

4 The thing I like least about being a legal administrator is:

that even though I try, I cannot make everyone in the law office happy.

5 The hardest situation I have had to deal with was:

releasing a longtime employee for stealing.



Legal administrator Manuel "Manny" Molina says "it's amazing to see how much soldiers in my command confide in me to get the mission done."

6 A major issue facing legal administrators in my country is: information technology, how it has changed, and the challenges that we have as legal administrators to keep not just ourselves, but the office trained on all the new innovations that will eventually make our jobs easier and more efficient. Windows 98 is not the best operating system ever – LET GO!

7 To be successful, legal administrators have to be: understanding to the needs of the office, energetic, and most of all patient! Patience will take you a long way in this profession.

8 As a legal administrator, I never thought I'd have to: coordinate a two-vehicle convoy with Improvised Explosive Device jammers to attend a social gathering in Afghanistan!

9 The best advice I've received from a fellow legal administrator is: to get involved in all

aspects of the legal office and always network.

10 I think legal administrators are important to the legal industry because: they are the most sought out professionals in the legal field. A legal office is nothing without the expertise and talent of a legal administrator, someone who can multi-task, lead, and provide positive results.

11 I knew I was in the right profession when: I would wake up in the morning and look forward to going to work.

12 In the office, I try to set an example by: always tackling the hard issues and leading by example.

13 I try to encourage my staff to: communicate. It is the key to success!

14 If I weren't a legal administrator I would be: a stay-at-home dad.

15 In my spare time I like to: spend as much time as I can with my family.

16 I joined ALA: for the overall knowledge and to help me develop into a stronger, wiser manager, supervisor, and legal administrator.

17 Activities (other than work) that I'm involved in are: volunteering as much as I can for any cause and spending time at ballet practice and recitals for my daughters.

18 Three words that best describe me are: personable, confident, and generous.

19 The last good book I read was: *A Thousand Splendid Suns*, by Khaled Hosseini.

20 My plans for the next 10 years include: retiring from the U.S. Army in two years and hopefully continuing to work as a legal administrator in the civilian world, and to continue to be the best father to my children as much as possible. ♦

