

LEGAL MANAGEMENT

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COMMUNICATIONS AND ORGANIZATIONAL MANAGEMENT

Tips for Writing Effective Job Descriptions

The right words and formatting can help you attract the right candidates.

Assembling a stellar team for your law firm is crucial to your success. With the right partners and support staff, you can ensure that operations will run smoothly and your clients will be satisfied with your service.



KYLIE ORA LOBELL
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“A well-written job description is an important part of the Senior District President at Robert Half Legal, a legal staffi evaluate potential hires, which can help determine what s possess. A job description can be used to form the basis fo consistent candidate assessment when the time comes to r

When searching for new employees to welcome into your guidelines for writing excellent job descriptions. Here’s wh

KEY DETAILS

Volkert says to begin with the basic requirements. These include the position, clear expectations for the job and detailed descriptions of important functions, job qualifications and specifications, workplace culture and reporting relationships.

“Be as precise as possible in describing requirements without excluding the possibility of enticing unique candidates whose experience adds up to more than the sum of the parts,” says Swan. “For example, while listing particular JD years, similar length of experience in the specialties of attorneys who shifted gears during their careers.”

Delia Swan, Founder of Swan Legal Search, specializes in providing legal search services. She says that if you’re looking for lawyers, you should list Juris Doctor requirements, and specific practice areas you’re seeking out.

In your job descriptions, you need to, “Be as precise as possible without excluding the possibility of enticing unique candidates more than the sum of the parts,” says Swan. “For example, while listing particular JD years, similar length of experience in the specialties of attorneys who shifted gears during their careers.”

To appeal to attractive candidates — whether they are superstars or not — you should highlight exclusive perks of the position and interests of your firm.

“Include sizzle points about your company or firm [and] things that are company/firm unique,” says Amanda Ellis, Senior Vice President of legal staffing and recruiting services. “The sizzle could include onsite massage therapy or pet insurance. Or, [the] sizzle could be the opportunity to support the managing partner or [the] group leader.”

The particulars about company culture may seem small, but they can help you recruit only the most appealing prospects. “We focus on company culture as much as prestige,” says Swan. “Today’s best candidates

experience that brings more breath to their resumes. You thoughtful and mature lawyers.”

THE STRUCTURE

After you’ve determined the content of your job descriptive practices for all the technical details.

The particulars about company culture grand scheme of things, they’ll help you appealing prospects.

Volkert says you need to use a conversational tone as well the skills and capabilities required, and the key responsible language, but provide specific and detailed information. To maximize viewing by increasing numbers of online job seekers

According to Ellis, shorter is better, and the descriptions show many candidates will be reading the descriptions on their suggests avoiding long paragraphs, and to use an opening sections with headings and bullet points. Another best practice “you” and “your” to personalize the posting.

At all costs, you need to avoid using technical jargon, according to Volkert. It’s also crucial to go over the job description and that could be considered discriminatory. When you’re formatting don’t feel the need to include large images that will take up the notes.

Aside from incorporating those search engine optimization job listing stand out by writing an article on LinkedIn about

Shorter is better, and the descriptions are more concise. That's because many candidates will be viewing these on their mobile devices while on the go.

In [*her own LinkedIn article*](#), where she aimed to hire attorneys with conversational questions like, "Are you an attorney who enjoys networking?" and "Do you enjoy attending networking events?" She then included pictures of employees enjoying each other's company. It set the tone for the company culture, too.

SAMPLES TO GET YOU STARTED

After you figure out all the technical and structural details of your job, look at other firms and legal staffing agencies to see what they are doing. You can use what you learned in your own listings.

For example, in a job description on the Robert Half website, the recruiter started with the responsibilities of the job, then the candidate would report to in a short paragraph. Then, in a separate section, the typical duties that would be required of the candidate.

Robert Half also provides firms with a [*list of the U.S. glossary*](#) for use in their own efforts. The guide includes everything from litigation support staff, legal specialists and general administrative.

Effective job descriptions can transform your recruitment process into only the top candidates.

On Swan Legal, a job description for a bankruptcy associate starts with a small paragraph up top, bullet points including the typical duties, and then a list of on-paper qualifications like having a JD, being

practicing bankruptcy law for at least four years at a private law firm. Other qualifications, such as possessing the ability to multitask and manage a team, are also important.

MAKE YOUR WORDS COUNT

Effective job descriptions can transform your firm by attracting the right talent. They have many uses beyond their initial purpose when it comes to recruiting.

“Written effectively, job descriptions serve as a valuable resource for a variety of functions,” he says. “To name a few functions, job descriptions can be a resource to advise job candidates about details and requirements, and an objective guide to assist hiring managers during the recruiting process.”

ABOUT THE AUTHOR

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