



Your Career in the Business of Law

Help shape the future of the legal
industry with your business savvy.
Become a legal manager.



What is a legal manager?

Wherever attorneys practice the business of law, you will find legal managers. A legal manager (or administrator) is a **non-attorney** responsible for the operational aspects of managing a law office, legal department or government agency.

In this role, a legal manager might be a *principal* administrator who directs many aspects of the business, or instead focus on a specific area, such as finance, human resources, IT or marketing.

Legal managers play a vital role in making sure the law firm or department runs smoothly, efficiently and profitably.

What skill set does a legal manager need on the job?

A law firm or organization's size, focus, philosophy, business model, and immediate and long-term needs will influence and shape the role of the legal manager. A broad skill set and extensive range of business knowledge are essential, including:



Superior critical thinking and analysis



Written and oral communication



Organizational and logistical skills



Knowledge specific to the areas of organizational management, finance, human resources, operations and IT

Job Titles and Descriptions

Generalist Positions

Average U.S. Annual Base Salary*



Executive Director or Principal Administrator

Develops strategic business plans and administrative policies, directs a supervisory staff responsible for day-to-day operations

\$264,397



Administrative Manager or Office Manager

Responsible for day-to-day operations and facilities management (equipment, lease compliance, telecommunications systems, environmental concerns)

\$120,123



Legal Project Manager

Provides leadership for development and maintenance of tools and services to enhance practice efficiency, quality and profitability

\$120,701



Practice Area Administrator

Coordinates the efforts of a practice group team, completes due diligence requirements for case acceptance, manages workload distribution among the team

\$194,442



Litigation Support Coordinator

Creates databases for depositions and other documents, assists with data searching and retrieval, evaluates new software and technology tools

\$83,853



Conflicts Analyst/Coordinator

Screens potential clients for conflicts with current clients, screens new hires, monitors professional liability insurance and malpractice claims, ensures attorney compliance with ethics rules

\$59,359

*All job descriptions and salary information are from the 2020 ALA Compensation and Benefits Survey. Learn more at alanet.org/compsurvey.

Job Titles and Descriptions



HR Positions

Human Resources Director/
Manager

Benefits Coordinator/
Administrator

Legal Staff Recruiter

Staff Recruiter



Marketing Positions

Pricing Director

Marketing and/or Communications
Senior Coordinator

Marketing and/or Communications
Manager

Business Development Manager

Marketing and Business
Development Director



Technology Positions

IT Director/Manager

Network Administrator

Cybercrime Director/Specialist

Web Developer/Manager

CRM and eMarketing Specialist



Finance Positions

Finance Director/Controller

Accounting Manager/Supervisor

Payroll Manager/Specialist

Billing Manager/Specialist

Accounting Clerk/Bookkeeper



Sound interesting?

Student membership in ALA is only \$49 per year and can supplement your current education plans with expert insights and networking opportunities.

These benefits of membership can help you jump-start your career right away:

- ▶ Student scholarships through the Foundation of the Association of Legal Administrators (alanet.org/foundation)
- ▶ Members-only Career Center resources and Job Bank
- ▶ Online Communities and Forums for connecting with professionals who are in the industry *right now*
- ▶ Access to ALA's interactive digital magazine, *Legal Management*, including columns like Diversity Dialogue, Marketing Matters and Innovations
- ▶ Weekly e-newsletter featuring the latest industry news, association events and scholarship opportunities

Learn more and **join today** at alanet.org/membership.



What level of education is required?

The role of the legal manager is constantly evolving, and different organizations will require different levels of education.

Generally, a **bachelor's degree** with major coursework in business administration or management, finance, human resources, technology or marketing is desirable.

Comparable **work experience** and **professional certifications**, such as the Certified Legal Manager (CLM)[®] designation, are helpful as well. (Learn more at alanet.org/clm.)



DID YOU KNOW?

The average salary for a Principal Administrator with a four-year degree is \$105,000* more per year than someone who only completed some college. The Foundation of ALA encourages juniors and seniors enrolled in an accredited college/university curriculum, as well as those currently pursuing a master's degree, with an interest in pursuing a non-attorney legal career to apply for their Student Legal Career Scholarship Program. Get more details at alanet.org/foundation.

*2019 ALA Compensation and Benefits Survey (alanet.org/compsurvey)

Learn more and **join today** at alanet.org/membership.