Your Career in the Business of Law

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

alanet.org
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

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Average U.S. Annual Base Salary*</th>
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<tbody>
<tr>
<td><strong>Executive Director or Principal Administrator</strong></td>
<td>$264,397</td>
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<tr>
<td>Develops strategic business plans and administrative policies, directs a supervisory staff responsible for day-to-day operations</td>
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<tr>
<td><strong>Administrative Manager or Office Manager</strong></td>
<td>$120,123</td>
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<tr>
<td>Responsible for day-to-day operations and facilities management (equipment, lease compliance, telecommunications systems, environmental concerns)</td>
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<tr>
<td><strong>Legal Project Manager</strong></td>
<td>$120,701</td>
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<tr>
<td>Provides leadership for development and maintenance of tools and services to enhance practice efficiency, quality and profitability</td>
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<tr>
<td><strong>Practice Area Administrator</strong></td>
<td>$194,442</td>
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<td>Coordinates the efforts of a practice group team, completes due diligence requirements for case acceptance, manages workload distribution among the team</td>
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<tr>
<td><strong>Litigation Support Coordinator</strong></td>
<td>$83,853</td>
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<td>Creates databases for depositions and other documents, assists with data searching and retrieval, evaluates new software and technology tools</td>
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<tr>
<td><strong>Conflicts Analyst/Coordinator</strong></td>
<td>$59,359</td>
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<td>Screens potential clients for conflicts with current clients, screens new hires, monitors professional liability insurance and malpractice claims, ensures attorney compliance with ethics rules</td>
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*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)