

LAA Manager

Human Resources Department

Summary:

Responsible for the overall management and operation of Legal Administrative Assistants (LAA) resources for the NY office. Guides and directs all LAA floor coordinators to oversee the effective functioning and productivity of the LAA teams servicing each floor.

Apply:

Requirements:

- 3-5 years management/supervisory experience and managing teams of employees.
- A good understanding of the role of the LAAs and how they fit into the law Firm organization.
- Skilled at managing employee relations and resolving complex and sensitive issues.
- Law Firm experience.
- Strong oral and written communication skills.
- Excellent documentation and follow-up, strong attention to detail, ability to multi-task, and meet deadlines in a high paced environment.
- Highest standards of confidentiality, discretion, client service, and professionalism.
- Proficiency with technology including ability to use complex spreadsheets and budgeting software.
- Team oriented and motivated self-starter.

Duties and Responsibilities:

- Promotes and imposes the LAA team concept to effectively and efficiently meet lawyers' needs.
- Enforces LAA performance standards and expectations.
- Regularly interfaces with lawyers to manage their satisfaction and expectations with LAA services; investigates work performance issues and proposes recommended actions in concert with HR.
- Ensures daily adequate LAA staffing to meet current and foreseeable workloads.
- Meets with LAAs and lawyers to discuss issues including work performance, work expectations, and LAA team arrangements.
- Carefully monitors lawyer to LAA ratios to ensure they meet or are progressing toward Firm goals.
- Review LAA team arrangements regularly to ensure LAA workload is manageable and lawyers' needs are being met.
- Manages employee relations and performance of the LAA team. Reviews ongoing work performance, documents, monitors, and counsels LAAs in connection with work performance or behavior-related issues.
- Manage LAA Certification Program for the NY office.
- Approves and coordinates requests for PTO (paid time off) and arranges coverage as needed in conjunction with the floor coordinators.
- Reviews and approves LAA time sheets.
- Works closely with Legal Recruiting regarding lawyer office locations and related LAA assignments (including summer associates).

Requirements (continued):

- Strong organizational skills.
- Sensitivity to the Firm's needs, employee goodwill, and the ability to relate and effectively converse confidently with all levels of lawyers and staff.
- College degree preferred.

Duties and Responsibilities (continued):

- Prepares, reviews, and approves all LAA work performance evaluations, before submitting to HR for approval.
- Participates in annual compensation; salary and bonus recommendations.
- Meets with each LAA to review and discuss annual evaluation feedback.
- Prepares LAA department annual budget.
- Reviews monthly department expense statement and prepares budget variation report.
- Verifies and approves vendor payment of invoices for temporary LAAs.
- Hiring and placement of LAA staff.
- Conducts new associate orientation with respect to LAA department responsibilities, relevant Firm policies, and procedures.
- Assists in the development of professional staff policies and procedures in relation to the LAA team.
- Performs other duties as assigned.
- Timely and regular attendance.

Salary Range is \$124,000 - \$155,000

Status: Exempt

Reports To: Senior Managing Director of Administration

Workplace Type: In the office Monday through Thursday; Remote on Fridays.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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