

Position Description

Title:	Firm Administrator	Supervises:	Legal Support Staff and Operations Coordinator
Reports to:	Managing Partner	FLSA Status:	Exempt
Department:	Administration	FTE:	.60 FTE – 3 Days/Week
Compensation:	DOE		Health Care Coverage Reimbursed

PRK Livengood, a growing Eastside mid-size law firm, is seeking a talented, engaging, and compassionate Firm Administrator. We are looking forward to finding the right operations professional to add to our growing team of staff and attorneys. We offer competitive pay, a robust benefit package, professional development opportunities, and an extraordinary work environment.

Who We Are:

Peterson Russell Kelly Livengood, or PRK Livengood, was formed in January 2020, when the attorneys from two time-honored east-of-Seattle, Washington-based law firms, Livengood Alskog (Kirkland), and Peterson Russell Kelly (Bellevue), combined to form one firm. These prominent firms of diverse talents, yet parallel goals, created a forceful legal team with a dynamic culture. We engage in a broad-based business and litigation practice providing legal services in business, corporate, financial, real estate, litigation, healthcare, school district, construction, tax, estate planning, employment law, family law, and other matters. Our shared values include Commitment to Excellence, Respect, Integrity, Loyalty, and Initiative.

Job Summary:

Under minimal supervision, oversees operations of the office and supervises the legal support staff and Operations Coordinator. Acts as a strategic thought-partner to the Managing Board. Works closely with the Managing Board to ensure HR and Operations best practices are in place.

Specific Responsibilities:

- Manages day-to-day operations and facilities
- Supervises legal support staff and Operations Coordinator, including conducting regular 1:1 meetings and performance reviews, as well as making compensation recommendations
- Supports Managing Partner and Managing Board
- Works with attorneys and paralegals to manage workflow
- Oversees performance management process, including performance reviews and performance improvement plans, prepares raise and bonus letters
- Coordinates and attends company meetings and events
- Reviews invoices and approves payment to Accounts Payable
- Develops organizational procedures and systems for human resources processes, including new hire and onboarding, performance management, benefit administration, employee relations and communication, and exit process
- Ensures compliance with local, state, and federal employment laws
- Is available to all employees to discuss employee relations issues
- Keeps personnel files up to date
- Conducts “stay” interviews and employee satisfaction surveys on a regular basis; works with Managing Board to make improvements based upon feedback
- Establishes team atmosphere through leadership and can-do spirit
- Manages the new hire and onboarding process
- Enrolls new employees in benefits; makes employee benefit changes throughout the year as needed; updates benefits for open enrollment
- Participates in salary surveys as needed, maintains salary structure

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- Manages building management, and marketing, IT, and website consultant relationships and communication
- Conducts exit interviews with employees who voluntarily resign and provides feedback to Managing Board; works with Managing Board to make improvements based upon feedback
- Vigorously engages in his/her own professional development
- Establishes and cultivates community relations by maintaining open and candid dialogue with all of the company's constituencies
- Is familiar with and complies with all policies and regulations as put forth in the company's documents
- Performs other duties as assigned

Education & Experience:

- Bachelor's degree from an accredited 4-year college or university required
- Paralegal certificate preferred
- At least 5 years' experience managing operations, facilities, and human resources in a professional services organization required
- Experience working in a law firm preferred

Required Knowledge, Skills & Abilities:

- Strong knowledge of local, state, and federal employment laws and HR best practices
- Strong interpersonal skills
- Impeccable oral and written communication skills
- Strong attention to detail
- Ability to write in different voices for different audiences
- Ability to be discreet and control emotions
- Ability to listen and not be defensive
- Ability to remain calm under pressure, and project positivity and enthusiasm
- Ability to be articulate when communicating verbally and in writing with lawyers and staff
- Commitment to diversity, equity, and inclusivity
- Ability to maintain confidential information
- Proficient at working in a Microsoft Windows environment (Windows 7 or higher), using Office (version 2010 or higher); basic to intermediate spreadsheet skills; ability to master common automated systems for record keeping, and confidently learn new technology
- Ability to work collaboratively in team situations
- Ability to work and communicate well with other employees, customers, vendors, and specialists within the community
- Flexibility, maturity and a sense of humor
- Ability to lift up to 30 pounds
- Ability to sit and keyboard up to 8 hours per day
- Ability to talk on the telephone

If that sounds like you, we'd love to hear from you. Please send your résumé and a cover letter indicating why you are interested in the position and PRK Livengood via email to:

careers@prklaw.com

Thank you for your interest in PRKL and this position.

Position open until filled, no phone calls or drop-ins please.

www.prklaw.com

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