

I have read and understand the criteria for membership in the South Florida Chapter Association of Legal Administrators. I request that I be accepted, having made application to, or currently being a member of National ALA.

I have enclosed the appropriate dues check for South Florida Chapter ALA.

Date

Signature of Applicant

PRIMARY JOB RESPONSIBILITIES

CODE # Primary Responsibilities

- 00 Responsible for overall management of activities including principal elements or supervision of each of the following functional specialist descriptions.
- 01 General management, including management of a majority of the following activities: policy making, strategic and tactical planning, business development, risk management, quality control, organizational development, and other general management functions beyond mere attendance at management meetings.
- 02 Financial management, including management of a majority of the following activities: planning, forecasting, budgeting, variance analysis, financial reporting, operations analysis, general ledger accounting, rate determination, billing and collections, cash flow control, banking relationships, investment, tax planning, tax reporting, trust accounting, payroll, ERISA accounting, and other financial management functions beyond mere recordkeeping.
- 03 Human resource management, including management of a majority of the following activities for the legal, paralegal and support staff: recruiting, selection, placement, orientation, training and development, performance evaluation, salary administration, employee relations, motivation, counseling, disciplining, discharging, benefits administration, workers' compensation, personnel data systems, organizational analysis, job design, resource allocation, and other human resource management functions beyond mere recordkeeping.
- 04 Systems management, including management of a majority of the following activities: systems analysis, operational audits, procedural handbooks, cost/benefit analysis, computer systems design, programming and systems development, information services, records management, library management, office automation, document construction systems, information storage and retrieval, telecommunications, litigation support, legal practice systems, and other systems management functions beyond mere procedures manuals and computer program documentation.
- 05 Facilities management, including management of a majority of the following activities: space planning and design, office renovation, purchasing, inventory control, reprographics, records management, reception/switchboard services, telecommunications, mail, messenger, and other facilities management functions beyond mere purchase order processing.
- 06 Marketing management, including management of a majority of the following activities: participation in planning and developing firm, departmental and individual attorney marketing plans, collection and analysis of marketing research data, preparing and managing marketing budget, developing and implementing marketing programs, coordinating marketing efforts among departments and offices, participation in developing strategies to identify, select and promote new services, offices and attorneys.
- 07 Practice management, including management of one or more of the following activities: lawyer recruiting, lawyer training and development, legal assistant supervision, practice development, marketing, public relations, advertising, work product quality control, professional standards, substantive practice systems, and other practice management or administration of any legal organization.