

The Do's and Don'ts of Hiring a Legal Operations Professional



Deciding whether you need a legal operations professional or legal operations team is an important step in the growth of an in-house corporate legal department or the efficient management of a law firm. Ask yourself these questions before hiring someone:



What problems are you trying to solve?



What are the criteria necessary for this role?



What is your budget?



Are you seeking efficiencies through intelligent fiscal practices or automation?



To whom would this individual report?

Once you've answered those questions, consider these things as you begin your search:



Do's

Do look for someone with business acumen—they must understand the business be able to provide strategic guidance on both legal matters and the business issues influenced by legal matters.

Do make sure they have expertise in the areas where you are trying to solve problems—if they are identifying and implementing technology or managing costs, they should have performed similar tasks previously.



Don'ts

Don't expect a legal operations person to serve as a catchall for all the work your lawyers can't do.

Don't assume that a paralegal and legal operations professional are interchangeable roles.

A legal operations professional or team helps a legal team run like a business. Investing in one will add value through process efficiencies, technology and staffing.