

**JOB DESCRIPTION**  
**Project Manager – Legal Practice Solutions**

**Requirements:**

Bachelor's degree (B. A.) from a four-year college or university; minimum four to six years litigation experience, OR equivalent combination of education and experience; with minimum of two consecutive years at Shook. This position is based on business needs and is at the discretion of division.

Leads and manages firmwide legal projects, process initiatives and supports client engagements to enhance efficiency, strengthen client relationships, and advance the firm's strategic and operational goals. Acts as both a process and technology liaison, translating practice needs into scalable solutions, facilitating change management, and supporting the adoption of innovative tools, workflows, and matter-management approaches across practice groups.

**FIRM ELEMENTS**

**Communication:** Listens well and understands and appreciates the perspective of others; integrates the use of available technological resources when appropriate to maximize the clear and effective delivery of the message; reads and interprets complex information; tactfully, accurately and clearly presents information (through the spoken and written word) with internal customers and/or Firm clients.

**Professional Integrity:** Consistently adheres to and practices within the guidelines set forth in the firm's employment policies, e.g., protecting confidential information. Handles all situations honestly. Fosters an open, candid, constructive, and ethical work environment.

**Quality of Work and Customer Focus:** Has the functional and technical knowledge and skills to do the job; demonstrates a high level of service delivery; produces complete and accurate work, ensuring work meets quality, compliance and client satisfaction standards; maintains a positive demeanor and solution-oriented approach while dealing with conflict and time demands.

**Relationship Management and Inclusion:** Develops rapport with others and recognizes their concerns and feelings; builds and maintains long-term associations based on trust; models and promotes a diverse and inclusive environment where differing thoughts, perspectives and experiences are valued and helps to maximize the contributions of employees; recognizes that differences, subtle forms of intolerance and

explicit bias exist; is aware of potential blind spots and works to interrupt bias, insensitivity, and inappropriate behavior; regards diversity and inclusion as a cultural and business imperative.

**Teamwork:** Promotes high performance and a collegial environment within work groups; works closely with other departments as necessary; displays positive perspective and confronts issues negatively impacting teamwork to ensure a highly effective team; identifies opportunities to assist in team efforts; supports group decisions and solicits opinions from coworkers.

## LEADER ELEMENTS

**Accountability and Influence:** Exhibits and fosters a "can-do" approach to inspire other coworkers and employees to excel; motivates all members of team; fosters feelings of importance for all members of the team in effort to maintain team spirit and morale; develops performance standards and constructively confronts negative attitudes to improve performance.

**Decision Making and Problem Solving:** Takes action in solving problems while exhibiting good judgment and a realistic understanding of both task and interpersonal issues; able to use reason, even when dealing with emotional topics; reviews facts and weighs options, considering both short-term and long-term implications to proposed solutions.

**Innovation/Change Management:** Challenges conventional practices; is open to change; adapts established methods for new uses; pursues ongoing system improvement; applies concepts and ideas to create effective solutions to problems; evaluates new technology as potential solutions to existing problems; and uses group change management practices to implement change and engender acceptance.

**Resource Management:** Controls one's own time and time of direct reports; develops and plans budgets and/or team protocols as warranted; develops, plans, and implements procedures for controlling costs; ensures that people have needed equipment; identifies and fulfills staffing needs.

## POSITION ELEMENTS

**\*Continuous Improvement and Flexibility:** Maintains knowledge of current industry regulations and trends and remains open to using knowledge to improve work processes, work plans and work product, achieving standardization and efficiencies which will meet varying internal and external client needs; demonstrates career self-reliance; identifies own areas of opportunity and pursues self-development goals.

**\*Initiative and Commitment to Task:** Takes responsibility for actions and outcomes; is available outside of standard work hours as business needs require, including extended work periods in support of Firm and/or client objectives; undertakes additional responsibilities and responds to situations as they arise without supervision; demonstrates dependability in difficult circumstances and shows a sense of urgency about getting results.

**\*Planning, Prioritizing and Goal Setting:** Prepares for emerging Firm and client needs; manages multiple projects effectively, prioritizes competing tasks and determines urgency in a meaningful and practical way; uses goals to guide actions and create detailed action plans; organizes and schedules work activities.

**Understanding and Works Effectively Within the Culture:** Proactively seeks out, learns, understands and follows firm guidelines and standard procedures, as well as the unwritten rules, practices and political dynamics associated with the organization and various teams; has the ability to assess the need for change and to develop and contribute to a team that understands and accomplishes goals and objectives associated with change.

\*Denotes Critical Element