Maine State Bar Association

Position: LRIS Director

Areas of major responsibility:
This position is responsible for overseeing the administration of Lawyer Referral and Information Service, one of the primary public service programs of the Maine State Bar Association.

Specific duties:
1) Administer LRIS and related projects so as to maximize service to the public and to lawyers.
2) Coordinate the development, implementation and revision of LRIS Statement of Standards and Rules and review member applications to ensure compliance with requirements.
3) Establish agenda for and be primary staff liaison to LRIS Committee's quarterly meetings.
4) Supervise LRIS staff.
5) Develop and implement marketing plans and activities that will continuously upgrade the visibility of LRIS among lawyers and middle income consumers.
6) Respond to correspondence from members and the public regarding LRIS.
7) Maintain statistics of service usage.
8) Prepare budget for LRIS.
9) Develop and publish quarterly newsletter for members - LRIS Update.
10) Attend ABA Referral conferences and other meetings that pertain to responsibility of the position.
11) Any other duties as assigned by the Executive Director.

Qualifications:
- Ability to work with diverse groups of people.
- Strong consumer service orientation.
- Interpersonal skills.
- Excellent oral and telephone communication skills.
- Public speaking ability.
- Good working understanding of a broad range of resources available to assist public in legal matters.
- Aptitude for working extensively with computers.

Reports to: 
Staff person reports to Executive Director