Firm/Company Name Pepper Hamilton LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Director of Practice Solutions	**Job Category:**	Legal
Department/Group:	Administration	**Posted By:**	Tiffany Dales-Thompson
Location:	Philadelphia	**Travel Required:**	
Level/Salary Range:		**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Tiffany Dales-Thompson	**Date posted:**	1/31/19
Reports to:	Recruiting Specialist	**Posting Expires:**	[i.e., 30-days] 180 days

Applications Accepted By:

Fax or E-mail: resumes@pepperlaw.com **Attention:** Tiffany Dales-Thompson	**Mail:**

Job Description

Brief Summary:

Position Description

The Director of Practice Solutions will engage the practices of Pepper Hamilton to employ a variety of technologies to improve efficiencies and create client centric legal services. This includes but is not limited to online collaboration, data visualization & analytics, workflows and document automation technologies. The Director of Practice Solutions will be well versed in firm, practice and in-house operations with a demonstrable track record of creating and delivering innovative solutions across all

Duties:

Essential Duties and Responsibilities

- Demonstrable background in the practice of law.
- Work with practice group membership and their respective clients to understand how technology can enhance the overall experience and services the firm delivers.
- Develop technical roadmaps and deliver on time and within stated budgets to improve efficiency, client service and overall practice capabilities.
- Identify opportunities to leverage existing and emerging technologies for practice specific needs.

Skills/qualifications:

Minimum Qualifications and Skills

- 12+ years of work experience in the legal environment.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]