

# CLE Coordinator

## Compliance Department

### Summary:

The Coordinator - CLE Compliance will be the firm expert and resource on continuing legal education (CLE) and have responsibility for all aspects of firm CLE accreditation, program qualification, and individual attorney tracking and compliance.

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### Qualifications:

- A minimum of one year of administrative assistant experience in a fast-paced professional environment is required.
- Excellent written, oral communication and interpersonal skills.
- Proven organizational skills.
- Highly responsive and service oriented.
- Strong attention to detail.
- Strong computer skills and exposure to database search and data entry, preferably a learning management system. (Knowledge of viDesktop is a plus.)
- Proficiency in Word, Excel, PowerPoint, and Outlook required.
- Proactive and able to make recommendations for improving processes and procedures.
- Ability to multitask efficiently.
- Ability to interact in a professional manner with attorneys and other personnel at all levels.

### Duties and Responsibilities:

- Work with Senior Manager of Compliance – CLE to establish CLE program procedures and processes.
- Develop and maintain knowledge base of relevant mandatory CLE requirements and act as a resource to attorneys, clients, and staff.
- Provide CLE assistance, including CLE administration of internal and client-facing programs, tracking of firm-provided CLE in viCLE, creation and distribution of CLE certificates of attendance, and maintenance of on-demand CLE library.
- Maintain the firm's official CLE, Bar Renewal, and Accredited Provider files.
- Know, interpret, and summarize CLE requirements, including rule updates or changes, in jurisdictions in which the firm is an accredited provider (California and New York).
- Answer questions on an as-needed basis regarding CLE requirements of states other than those in which the firm is an accredited provider.
- Respond to attorney and staff questions regarding viCLE, outside CLE vendors, the CLE process, and other related resources and matters.
- Liaise with firm departments (Professional Development and Business Development) on programs offering CLE accreditation.
- Prepare year-end reports, accredited provider renewal applications, and other mandatory CLE reports to ensure the firm's accredited provider status in key jurisdictions.
- Apply for individual program accreditation and/or individual attorney CLE credit in jurisdictions in which the firm is not an accredited provider, as necessary, to provide maximum CLE credit for in-house and client programs.
- Maintain and audit CLE program files, including course materials, attendance records, program materials, and other required paperwork.

- Ability to work in a collegial team environment, as well as to take initiative and work independently.
- Knowledge of CLE rules and familiarity with CLE tracking databases (e.g. viCLE) or other learning management systems preferred.
- Bachelor's degree or equivalent experienced preferred.
- Assist attorneys with CLE compliance, including research on CLE rules, analysis of CLE records and recommendations for individual attorney compliance, assistance with bar registration forms, and submission of extension and waiver requests.
- Maintain online CLE records for attorneys, including updating viCLE to reflect both attendance information for firm-sponsored programs and CLE certificates from outside programs attended by attorneys.
- Monitor attorney CLE and state bar registration compliance, follow up with attorneys and prepare related reports for manager.
- Update CLE-related content on the firm's intranet.
- Other duties as assigned.

**Status:** Non-Exempt

**Reports To:** Senior Manager of Compliance - CLE

**Workplace Type:** Remote (local to NY office)

Salary range is \$63,000 – \$89,000

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