Catherine Fobi ''A Real Legal Eagle''

I

What do data analysts do at Legal Authority?
Catherine, a graduate of Bates College, is a data analyst at Legal Authority. With the assistance of our data entry center, Catherine reviews and revises over 10 client files per week. Legal Authority clients are quite surprised at the amount of work required to perfect each customer file. In this Employee Profile, Legal Authority profiles its employee of the month, Catherine Fobi.

Catherine Fobi works on one of the final stages of the Legal Authority process of serving attorneys. Perfecting client files is a four step process.

First, Legal Authority clients generally sign up on our web site or call in. Once a client calls in or signs up on Legal Authority's web site, we call to schedule an appointment with them, and they are assigned an Employment Advocate who will be their contact person throughout their search. With only one exception, all of our Employment Advocates are attorneys.

Second, after scheduling an appointment, a client speaks with one of our Employment Advocates about the goals of their job search. During the interview, a list of employers is generated which matches the client's interests as closely as possible. The Employment Advocate will counsel the client about the most appropriate steps the client should follow in their job search. Employment Advocates are like recruiters because their ultimate objective is to ensure that you get you a job. The difference between an Employment Advocate and a traditional legal recruiter, however, is that *Employment Advocates work for you and not the employer.*

In the third step of the process, the list of employers that the client and Employment Advocate agree upon is sent to the Legal Authority data review center and the resume is sent to our resume and cover letter department.

The Resume and Cover Letter Department

Our resume and cover letter department is also populated almost exclusively by attorneys. Two of our resume and cover letter personnel have worked in major New York law firms. Another holds a master's degree in English Literature from the University of Pennsylvania. In our resume and cover letter department, a resume and cover letter fitting exactly what you want to do is crafted.

The Data Center

Our data center is extremely sophisticated, operates 24 hours a day, seven days a week and is staffed by over twenty researchers. Many of our candidates often ask us where we get our data and the answer is we get it from many sources. The least challenging aspect of our work is getting printed

hiring data. The problem with printed sources is that a large percentage of law firms, corporations and other legal hiring organizations do not even list themselves there. A listing in Martindale Hubble, for example, costs a firm several hundred dollars. At a cost exceeding $50,000 a month, our data center pulls information from other sources such as the U.S. Government issued Standard Industry Classifications (SIC Codes) which are assembled through tax and Federal records and classify businesses based upon the type of industry they are in. This information is constantly being double checked, reclassified and loaded into our database 24 hours a day.

Fourth, the client file is sent to the Legal Authority data center, where they review the Employment Advocate's list of contacts. Since each search is personal to every client, our list of contacts inside each legal hiring organization is never complete before we commence our work. For example, we try to use hiring contacts that are less than four months old. If a contact is more than four months old we reinvestigate if the contact is still the same. In addition, we very rarely have a full list of contacts within each hiring area because each search our candidates perform is unique. There are several thousand law firms in each city. So, for example, on any one day we may have all of the hiring contacts for all the firms with health care practices, but not the contacts for tax practices. Accordingly, the data center identifies which hiring contacts on the Employment Advocate's list either (1) need to be found, or (2) need to be updated and (3) sends them to a researcher within the data center. The researcher then finds who the hiring contacts are. This process of updating the hiring contacts can take less than a day. In many cases it has taken our data center researchers over two weeks. Once the data center researchers are happy with the information, it is sent to a data analyst like Catherine for review.

Catherine's position is a very difficult one and she has performed extremely well. Catherine is responsible for ensuring that the data produced by the data center and its researchers is perfect. Catherine reviews each line of a client's submission list to ensure that the data is correct in all respects. When you are dealing with hundreds of records at one time, you would be surprised how many small mistakes there can be. There could be a misplaced period, an improper salutation - you name it. *Each record needs to be meticulously reviewed to ensure that it is in all respects perfect.*

Catherine is the Legal Authority Employee of the Month because she has shown strong attention to detail and ensures that the data she reviews is perfect. In addition, Catherine has shown a real dedication to her work. It is not unusual for Catherine to put in 12 hour days both during the week and the weekend. In addition, of all the data analysts at Legal Authority, Catherine has the fewest errors per 1,000 records she reviews. It is this dedication that makes Catherine our Legal Eagle of the month.

Catherine Fobi ''A Real Legal Eagle''