The Future of Administrative Professionals in a Local Government Law Office

Presented by:
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Sherie Farstveet, Law Office Administrator
City Attorney's Office, Arvada, Colorado
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The International Municipal Lawyers Association
October 14-18, 2017
Niagara Falls, Canada

The City of Arvada, Colorado



Some facts about the City of Arvada, Colorado:

- First ring western suburb of the Denver Metropolitan Area
- Population: 115,368
- Arvada was the site of the first gold strike in Colorado
- Arvada has 122 parks in its neighborhood parks system, which gives every Arvada resident the opportunity to live within a 10 minute walk to the nearest park
- Arvada has 149 miles of hiking, biking, and horseback riding trails

The Arvada City Attorney's Office

Ten attorneys, four Administrative Legal Professionals.

- Law Office Administrator
- Litigation Paralegal
- Legal Specialists (one focused on Prosecution and one focused on Contracts/Transactional)

Chris Daly

- Arvada City Attorney since May 1995
- Glenwood Springs City Attorney July, 1992 – May 1995
- Aurora City Attorney's Office 1978-1992 > law clerk – Senior Assistant City Attorney
- IMLA State Representative for Colorado
- Has been awarded Outstanding City Attorney and Assistant City Attorney by the Metropolitan City Attorney's Organization

Sherie Farstveet

- 10 years with the Colorado U.S. Attorney's Office
- 18 months as Supervisory Legal Secretary for the Oklahoma City Bombing Prosecution Team
- 2 years as Administrative Secretary to a United States District Court Judge
- 16 years with the Arvada City Attorney's Office

Lead of the IMLA Professional Legal Assistants' Group

Law Office Administrator (Sherie Farstveet)

- Serves on the Management Team of the City Attorney's Office
- Serves on various City Attorney's Office collaborative teams
- Serves on various City-wide groups:
  - Mid-level Manager's Team
  - Organizational Development Steering Committee
  - Benefits Advisory Committee
  - Building Committee
  - Performance Based Evaluation pilot group (both as a supervisor and as an employee)

Litigation Paralegal

- Serves on various City Attorney's Office collaborative teams
- Sends out customer satisfaction surveys to our clients. Gathers the data and presents the survey data on a quarterly basis to the City Manager's Office and other members of the Performance Management Team
- Serves on the City-wide Wellness Committee

Legal Specialist (Prosecution)

- Serves on various City Attorney's Office collaborative teams
- Liaison with the Municipal Court

Legal Specialist (Transactional/Contracts)

- Serves on various City Attorney's Office collaborative teams
- Liaison with Purchasing

Legal Administrative Professional's Section of IMLA

A sampling of Listserv topics:

- Office Structures
- Recognition (Boss's Day, Administrative Professionals' Day, etc.)
- Social Media Research Tools
- Performance Management Software Tools
- Case Management/Document Management software Programs
- Electronic Subpoena Practices/Tools

To join:

http://lists.imla.org/mailman/listinfo/legalassistant_lists.imla.org

Legal Administrative Professional's Section of IMLA

Article from the March/April 2017 IMLA Publication

Please encourage Legal Administrative Professionals from your office to join:

- http://lists.imla.org/mailman/listinfo/legalassistant_lists.imla.org

Thank you so much for your attendance!!