



# Firm Administrator

TOP WINNER



SARAH BECK

## Vicki Cavey, Fishbein & Fishbein P.A.

Office Administrator Vicki Cavey of Fishbein & Fishbein reached the 30-year mark with the law firm in March, a testament to her dedication that often includes putting in extra hours on weekends or evenings to make sure her work is current.

Typically, her 10-hour days start at 7 a.m. “I couldn’t do my job well if I didn’t put in the hours,” she said. “This is where the buck stops. I am responsible for all human resources for the firm: billing, accounts receivable, accounts payable, training, vendors, maintenance for the building, and management and supervision of all employees.”

During that three-decade span, Fishbein has grown from one attorney and one employee to three lawyers and nine support staff. Cavey’s work ethic is a key reason for the growth, which started in the pre-personal computer era and required her to master the skills needed to run a modern Information Age office. She is credited with placing the firm on the cutting edge of legal technology, and her ongoing involvement with the Maryland Chapter of the Association of Legal Administrators (ALA) has provided excellent networking opportunities for the firm.

She assists with every Fishbein project, ensuring that each is handled timely and professionally. Noted for her sense of humor, Cavey serves as a role model to her colleagues. Her work ethic sets the standard for professionalism and competence. Her daily routine is never

routine. “It changes on a day-to-day basis,” said Cavey. “Every day is different. I’m constantly learning new things, and I’m challenged to learn and do more. I have successfully managed the firm through a water leak, which damaged the office, and two fires.”

Because Fishbein is such a small firm, Cavey goes outside her official job description to help the attorneys with dictation, interrogatories and handling client calls when the attorneys are not available. She also helps with “instructing new attorneys about filings or other procedures.” Other attorneys frequently call her as well for advice on particular issues or procedures. Staff members also confide in her about issues in their personal lives.

Clients frequently call her with questions about their cases, which she handles with sensitivity and professionalism, allowing the attorneys to concentrate on the substantive issues of the cases they are handling. “I feel that my significant impact is in my association with our clients,” she

said. “Our clients are my first concern. I do my best to assure them that I am listening and that I will be able to help them with their concerns, or I will refer them to someone who can help them.”

Her community involvement has included the Girl Scouts of America, the Women’s Inner Wheel of the Ellicott City Rotary, serving as an officer of the Glenelg High School Parent, Teacher and Student Association, and serving as a mentor for students through the Howard County Board of Education.

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