



Billie Jo Brooks **Chief Administrative Officer**

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Billie Jo Brooks is the chief administrative officer at Williams Mullen where she oversees office administration, information technology, facilities management, records and research services.

She works closely with executive officers and firm directors to ensure efficient support levels and to develop and facilitate best practices and improve effectiveness in the administrative processes.

Throughout her 25+ year career with the firm, Billie Jo has served in a variety of leadership roles, including as director of technology and information services, director of knowledge management and director of library services.

Billie Jo is a member of Association of Legal Administrators, International Legal Technology Association and the Virginia Association of Law Libraries.

Professional Affiliations

- Association of Legal Administrators
- International Legal Technology Association
- Virginia Association of Law Libraries