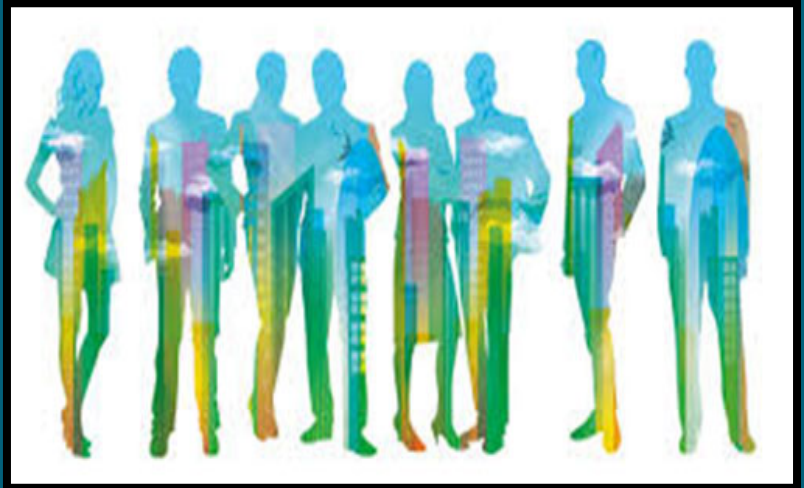




Washington
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LEGAL PLACEMENTS, INCORPORATED
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Salary Survey 2018

Paralegals	Accounting & Finance
Support Staff	Contract Attorneys

Dear Friends,

Legal Placements, Inc., would like to thank you for your support throughout 2018 and the opportunity to be of service to you as a staffing resource. We look forward to our continued business relationship as we enter 2019.

As mentioned in the 2017 salary survey LPI expanded direct hire and temporary staffing services to clients with offices outside of the DC Metropolitan region. We had great success in this area and continue to expand. With the unemployment rate at 4% it became increasingly challenging to identify top talent for the numerous positions we were requested to staff. We remain committed to providing clients and candidates with a strong level of service and a value-added partnership.

Again, thank you for another successful year and look forward to working with you in 2019.

Sincerely,

Lori DiCesare
President

Accounting & Finance					
Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Accounting Specialist	Accounting	185	16	4	\$57,000.00
Accounts Payable Specialist	Accounting	162	8	1	\$58,000.00
Administrative Assistant	Accounting	642	26	0	\$55,000.00
Billing Coordinator	Accounting	796	2	0	\$55,000.00
Billing Coordinator	Accounting	1347	17	5	\$80,040.00
Billing Specialist	Accounting	1382	18	0	\$63,000.00
Billing Specialist	Accounting	634	5	2	\$63,000.00
Billing Specialist	Accounting	1916	17	21	\$72,000.00
Billing Specialist	Accounting	655	15	3	\$75,000.00
Collections Specialist	Community Association	265	0	3	\$45,000.00
Senior Billing Specialist	General	1382	17	0	\$63,000.00

Legal Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Paralegal	Tax Exempt Municipal Bond Finance	7	0	0	\$49,000.00
Paralegal	N/A	N/A	14	0	\$91,500.00
Paralegal	Multi	18	15	0	\$77,000.00
Paralegal	Commercial Litigators	8	7	2	\$57,000.00
Paralegal	Labor & Employment	30	6	0	\$60,000.00
Paralegal	Corporate	40	8	7	\$72,500.00
Paralegal	Trademark	622	20	0	\$105,000.00
Paralegal	Trust and Estates	18	3	12	\$66,560.00
Paralegal Administrator	Labor & Employment	30	19	0	\$120,000.00
Patent Specialist	Patent Counseling	29	2	0	\$50,000.00
Project Assistant	Multi	350	1	0	\$43,000.00
Project Assistant	General Practice	250	0	2	\$46,000.00
Research Librarian	Multi	600	20	0	\$86,000.00
Senior Investment Management Paralegal	Multi	1200	15	0	\$115,000.00
Staff Attorney	Litigation	27	2	0	\$120,000.00
Staff Attorney	Multi	1055	6	2	\$80,000.00
Staff Attorney	Multi	1055	5	9	\$80,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Administrative Assistant	Business Immigration	553	27	0	\$39,000.00
Administrative Assistant	General	644	1	2	\$72,000.00
Administrative Assistant	General	796	0	3	\$36,900.00
Administrative Assistant	General	32	0	6	\$44,000.00
Administrative Assistant	International Trade	105	1	1	\$50,000.00
Administrative Assistant	Litigation	127	1	1.5	\$40,000.00
Administrative Assistant	Business Immigration	553	1	2.5	\$39,000.00
Administrative Clerk	Government Relations	419	1	2	\$50,000.00
Administrative Assistant	Non-Profit	N/A	0	5	\$60,000.00
Associate Recruiting Assistant	Human Resources	2800	0	5	\$48,000.00
Attorney Recruitment & PD Assistant	Human Resources	160	14	13	\$50,000.00
Attorney Recruitment & PD Coordinator	Human Resources	2840	1	6	\$55,000.00
Audio Visual Specialist	General	1800	4	4	\$65,000.00
Business Development Coordinator	Business Development	1018	0	2	\$60,000.00
Business Development Specialist	Business Development	667	0	5	\$62,000.00
Client Services Specialist	General	796	1	3	\$36,900.00
Client Services Specialist	General	796	0	5	\$36,200.00
Client Support Assistant	Corporate	866	32	3	\$85,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Client Agreements Coordinator	General	796	15	1	\$72,000.00
Conference Services/Scheduler	General	2200	5	6	\$55,000.00
Docketing Clerk	Intellectual Property	1916	8	2	\$50,000.00
Docketing Coordinator	Intellectual Property	180	18	0	\$78,000.00
Docketing Specialist	Intellectual Property	806	21	0	\$67,000.00
Docketing Specialist	Intellectual Property	207	10	0	\$85,000.00
Docketing Specialist	Intellectual Property	667	14	11	\$65,000.00
Docketing Specialist	Intellectual Property	866	10	3	\$70,000.00
Docketing Specialist	Intellectual Property	189	10	0	\$72,000.00
Docketing Specialist	Intellectual Property	20	15	2	\$72,500.00
Docketing Specialist (Part-Time)	Intellectual Property	10	12	0	\$40,950.00
Duplicating Operator	General	1990	11	35	\$46,000.00
Executive Assistant-Diversity & Inclusion	Human Resources	1213	6	6	\$82,000.00
Executive Assistant	Legislative	145	0.25	2	\$60,000.00
Executive Assistant	Litigation	32	16	11	\$85,000.00
Executive Legal Secretary	Business Immigration	3326	11	0	\$88,000.00
Executive Legal Secretary	International Trade	6816	23	0	\$95,000.00
Federal Relations Specialist	Government Relations	880	3	7	\$67,000.00
File Clerk	General	265	0	19	\$45,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Senior Docketing Specialist	Intellectual Property	102	17	0	\$80,000.00
Transfer-In Specialist	Intellectual Property	1859	12	4	\$87,000.00

Legal Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Assistant Paralegal	Business Immigration	553	0	2	\$43,000.00
Assistant Paralegal	Business Immigration	553	2	1.5	\$43,000.00
Associate, Business Immigration	Business Law	2000	2	0	\$105,000.00
Case Manager	Multi	106	7	2	\$71,500.00
Director of Business Development and Marketing	Multi	96	12	0	\$170,000.00
Immigration Paralegal	Multi	350	2	5	\$65,000.00
International Trade Paralegal	International Trade	180	0	3	\$43,000.00
Land Planner	Civil Practice	46	14	5	\$125,000.00
Legal Assistant	Multi	1700	2	4	\$47,000.00
Legal Assistant	Corporate/Litigation	1951	2	2	\$48,500.00
Licensing Analyst	Multi	17	1	0	\$44,000.00
Litigation Paralegal	Litigation	43	6	0	\$75,000.00
Litigation Paralegal	Multi	325	9	0	\$62,000.00
Marketing Manager	Healthcare	40	14	0	\$80,000.00
Nurse Consultant (Paralegal)	Multi	44	14	3	\$90,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Practice Assistant	General	3419	2	4	\$50,000.00
Practice Management Assistant	General	954	0	5	\$62,000.00
Professional Development Assistant	Human Resources	642	1	2	\$45,000.00
Project Assistant	General	496	3	0	\$46,000.00
Receptionist	General	294	0.5	8	\$38,000.00
Receptionist	General	644	13	4	\$48,000.00
Receptionist	General	43	11	23	\$55,000.00
Receptionist	General	20	1.5	16	\$40,000.00
Receptionist	General	231	11	0	\$45,000.00
Receptionist	Real Estate	2	11	4	\$50,000.00
Receptionist / Administrative Assistant	General	588	1	2	\$40,000.00
Receptionist/ Administrative Assistant	Environmental	102	3	9	\$48,500.00
Receptionist/Legal Secretary	General	50	1	3	\$55,000.00
Records Coordinator	General	665	8	9	\$56,000.00
Recruiting Assistant	Human Resources	796	1	1	\$41,000.00
Recruiting Assistant	Human Resources	189	2	0	\$47,000.00
Recruiting Assistant	Human Resources	189	5	1	\$47,000.00
Recruiting and Business Development Coordinator	Human Resources	1100	4	2	\$55,000.00
Recruiting Coordinator	Human Resources	102	5	2	\$68,000.00
Secretarial Manager	General	800	18	1	\$130,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Human Resources Manager	Human Resources	326	12	2	\$90,000.00
Human Resources Assistant	Human Resources	2840	4	5	\$52,000.00
Human Resources Manager	General	6816	7	7	\$132,000.00
Immigration Assistant	Immigration	642	0	4	\$53,000.00
IP Clerk	Intellectual Property	1916	4	0	\$50,000.00
IP Clerk	Intellectual Property	1916	11	12	\$52,000.00
IP Foreign Filing Manager	Intellectual Property	954	22	0	\$130,000.00
IP Manager	Intellectual Property	866	40	0	\$135,000.00
IP Specialist	Intellectual Property	20	3	6	\$47,000.00
IP Specialist	Intellectual Property	1916	24	0	\$84,000.00
Junior Legal Secretary	General	796	0	2	\$50,000.00
Junior Legal Secretary	General	796	5	0	\$50,000.00
Junior User Support Analyst	Information Technology	1671	0	4	\$60,000.00
Legal & Regulatory Specialist	Government Relations	26	1.5	2.5	\$45,000.00
Legal Administrative Assistant	Real Estate	6	2	1	\$42,000.00
Legal Administrative Assistant	General	30	9	14	\$52,250.00
Legal Executive Assistant	White Collar Litigation	820	30	0	\$90,000.00
Legal Recruiting Assistant	Human Resources	102	3	1	\$63,000.00
Legal Secretary	Antitrust	1148	10	4	\$85,000.00
Legal Secretary	Community Associations	6	22	0	\$60,000.00
Legal Secretary	Corporate	46	5	5	\$61,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Legal Secretary	Employment	70	1	2	\$49,000.00
Legal Secretary	Energy	1215	4	1	\$65,000.00
Legal Secretary	General	1671	16	0	\$70,000.00
Legal Secretary	General	796	23	1	\$76,000.00
Legal Secretary	General	866			\$85,000.00
Legal Secretary	General	796	30	0.5	\$85,000.00
Legal Secretary	General	665	26	1	\$87,000.00
Legal Secretary	Government Contracts/ Transportation Finance	491	26	1	\$70,000.00
Legal Secretary	Immigration and Corporate	1733	5	8	\$73,000.00
Legal Secretary	Insurance Recovery	8	24	0	\$57,600.00
Legal Secretary	Intellectual Property	16	15	0	\$62,000.00
Legal Secretary	Intellectual Property	16	11	0	\$62,000.00
Legal Secretary	Intellectual Property	1333	22	0.3	\$90,000.00
Legal Secretary	Intellectual Property	1215	27	0	\$90,000.00
Legal Secretary	Intellectual Property	818	20	1	\$65,000.00
Legal Secretary	Intellectual Property	622	30	0	\$82,000.00
Legal Secretary	Intellectual Property Lit.	665	2	6	\$66,000.00
Legal Secretary	Intellectual Property Lit.	1370	22	1	\$83,000.00
Legal Secretary	Labor and Employment	1477	16	0	\$75,000.00
Legal Secretary	Litigation	2049	7	5	\$68,000.00
Legal Secretary	Litigation	954	11	3	\$71,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Legal Secretary	Litigation	615	18	0	\$75,000.00
Legal Secretary	Litigation	954	20	0	\$80,000.00
Legal Secretary	Litigation	880	13	0	\$89,000.00
Legal Secretary	Real Estate	22	1.3	3	\$75,000.00
Legal Secretary	Trusts and Estates	1333	37.5	0	\$95,000.00
Legal Secretary	Financial Services	30	10	3	\$72,000.00
Legal Secretary	Litigation	2049	11	0	\$75,000.00
Legal Secretary	Litigation	294	24	3	\$82,000.00
Legal Secretary	Litigation	1733	17	0	\$87,000.00
Legal Secretary (French Fluent)	International Arbitration	1660	8	0	\$67,340.00
Legal Secretary	Litigation	180	3	7	\$50,000.00
Legal Secretary	Litigation	1215	31	0	\$85,000.00
Mail Room Clerk	General	806	9	0	\$42,000.00
New Applications Specialist	Intellectual Property	622	19.5	3	\$75,000.00
Office Administrator	General	1366	27	5	\$180,000.00
Office Administrator	General	750	30	0	\$175,000.00
Office Services Clerk	General	1000	1	16	\$40,000.00
Office Services Clerk	General	2840	19	16	\$42,000.00
Patent Prosecution Assistant	Intellectual Property	667	1	4	\$43,000.00
Practice Assistant	General	556	0	4	\$42,000.00
Practice Assistant	Litigation	556	1	4	\$50,000.00