



**LEGAL
PLACEMENTS, INC.
SALARY SURVEY**

2020

PARALEGALS
SUPPORT STAFF
ACCOUNTING & FINANCE
CONTRACT ATTORNEYS
IT SPECIALISTS

WWW.LEGALPLACEMENTS.COM

Dear Friends,

Once again, my colleagues and I would like to thank you for your continued support in 2020. As I write this, it seems like ages ago we all found ourselves quickly scrambling to set up home offices and responding to the challenges brought upon us by Covid-19. We remain resourceful and creative with adjusting to the “new normal.” The team at LPI continues to source, recruit, interview, and place talent for our clients. We are grateful for every direct hire, support staff temporary and contract attorney job orders you have allowed us to work on and appreciate your support more than ever during this time.

LPI remains very active and visible with ALA, with both the Capital and the Northern Virginia chapter, and have found the virtual meetings and events to be both informative and enjoyable. We look forward to returning to in-person meetings and the pleasure of getting together outside the world of Zoom meetings. As we reflect on navigating 2020, we recognize this is a marathon and not a sprint. We are good at marathons and up for the challenge. We thank you for partnering with us and allowing us to be a staffing resource for you.

Sincerely,

Lori DiCesare

Founder

LPI

Legal Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Client Agreements Analyst	General	1,055	16	14	\$75,000
Conflicts Attorney	Conflicts	1,055	16	14	\$140,000
eDiscovery Project Manager	Litigation	1,090	19	0	\$115,000
Legal Assistant/Secretary	General	9	10	8	\$65,000
Paralegal	Immigration	2,100	9	1	\$85,000
Paralegal	International Trade	179	0	0	\$50,000
Paralegal	Health Law Litigation	39	8	2	\$65,000
Paralegal	Litigation	960	24	1	\$90,000
Paralegal	Franchise	14	6	15	\$78,000
Paralegal	General	250	2	0	\$67,000
Paralegal	Litigation	1	3	0	\$57,000
Paralegal	Real Estate	7	1	1	\$47,000
Paralegal	Litigation	850	0	2	\$45,000
Paralegal	Litigation	20	1	0	\$50,000
Paralegal	Litigation	20	3	1	\$65,000
Paralegal	Litigation	50	5	0	\$67,000
Sr. Legal Assistant/Paralegal	FDA	43	21	0	\$115,000

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Accounting Manager	Accounting	125	18	3	\$122,000
Administrative Assistant	Investment Management	160	2	3	\$60,000
Administrative Assistant - Floater	General	982	20	3	\$85,000
Administrative Assistant - Office Administration	General	982	20	2	\$85,000
Administrative Support Services Manager	General	1,500	24	13	\$130,000
Billing Specialist	Accounting	900	15	3	\$70,000
Business Immigration Analyst	Business Immigration	582	0	3	\$45,000
Business Immigration Analyst	Business Immigration	582	0	3	\$45,000
Business Immigration Analyst	Business Immigration	582	0	1	\$45,000
Business Immigration Analyst	Business Immigration	582	0	6	\$45,000
Business Immigration Analyst	Business Immigration	582	0	3	\$45,000
Business Immigration Analyst	Business Immigration	582	1	2	\$45,000
Business Immigration Analyst	Business Immigration	582	0	2	\$45,000

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Business Immigration Analyst	Business Immigration	582	0	7	\$45,000
Business Immigration Analyst	Business Immigration	582	0	1	\$45,000
Business Immigration Analyst	Business Immigration	582	0	2	\$45,000
Business Immigration Analyst	Business Immigration	582	0	1	\$45,000
Business Immigration Coordinator	Business Immigration	582	2	1	\$43,000
Business Immigration Coordinator	Business Immigration	582	0	5	\$43,000
Business Immigration Coordinator	Business Immigration	582	0	1	\$43,000
Collections Specialist	Community Associations	169	1	3	\$42,500
Collections Specialist	Community Associations	169	0	2	\$45,000
Collections Specialist	Community Associations	169	1	1	\$45,000
Collections Specialist	Community Associations	169	0	6	\$45,000
Conflicts Analyst	General	2,800	4	0	\$70,000
CRM Coordinator	Marketing	1,013	0	5	\$55,000
Docketing Specialist	Intellectual Property	125	3	7	\$52,000
Docketing Specialist	Intellectual Property	30	18	0	\$60,000

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Docketing Specialist	Intellectual Property	24	9	8	\$75,000
File Assistant	General	169	2	3	\$42,000
File Assistant/Receptionist	General	169	0	6	\$40,000
Foreign Filing Supervisor	Intellectual Property	130	22	0	\$110,000
Graphic Design and Branding Specialist	Marketing	550	0	6	\$82,000
Graphic Designer	Marketing	1,020	0	4	\$58,000
Legal Administrative Assistant	Tax & Wealth	800	8	8	\$75,000
Legal Administrative Assistant	Litigation	700	16	0	\$79,000
Legal Executive Assistant	General	1,400	2	4	\$75,000
Legal Executive Assistant	Corporate	764	1	7	\$85,000
Legal Secretary	Corporate	4,200	18	0	\$80,000
Legal Secretary	Corporate and Litigation	900	2	5	\$55,000
Legal Secretary	FDA	44	15	2	\$91,400
Legal Secretary	General	1,020	19	0	\$82,000
Legal Secretary	Health Law	450	5	2	\$90,000
Legal Secretary	Intellectual Property	125	4	0	\$55,000
Legal Secretary	Litigation	1,020	33	0	\$86,000
Legal Secretary	Litigation	1,000	6	22	\$92,000
Legal Secretary	Litigation/Transactional	2,000	3	4	\$47,000

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Legal Secretary	Real Estate	7	4	0	\$60,000
Market Research Specialist	Marketing	1,112	0	4	\$63,000
Office Coordinator	General	28	0	12	\$55,000
Office Services Assistant	General	1,022	13	0	\$50,000
Office Services Assistant	General	1,022	6	1	\$50,000
Office Services Assistant	General	700	11	0	\$55,000
Office Services Coordinator (PT)	General	518	5	1	\$24,570
Patent Specialist	Intellectual Property	30	10	1	\$67,000
Practice Assistant	General	1,497	15	0	\$82,000
Practice Assistant	Intellectual Property	500	4	13	\$70,000
Professional Development Assistant	Human Resources	1,112	0	5	\$44,400
Receptionist	General	780	1	2	\$36,000
Receptionist	General	120	4	7	\$46,000
Receptionist/ Office Services Coordinator	General	28	12	2	\$55,000
Senior CRM & Email Marketing Coordinator	Marketing	3,000	3	3	\$65,000
Special Assistant - (Managing Partner- Non Legal)	Venture Capital	40	6	4	\$120,000

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Technical Writer/Editor	Employee Benefits	94	18	0	\$100,000
Trademark Prosecution Assistant	Intellectual Property	25	3	1	\$60,000
Transfer In Coordinator	Intellectual Property	975	20	0	\$105,000