



**Legal Assistant Management Association's**

# **2004 Annual Compensation Survey for Legal Assistants/Paralegals and Managers**

**Deadline for Submission: March 5, 2004  
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**SECTION 1: PARTICIPANT INFORMATION**

Organization \_\_\_\_\_

Name of Person  
Completing Survey \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Date Completed \_\_\_\_\_

**Please complete and return this questionnaire as promptly as possible,  
but no later than March 5, 2004.**

**Return completed questionnaire to:**

Altman Weil® Publications, Inc.  
LAMA Survey  
Two Campus Boulevard, Suite 200  
Newtown Square, PA 19073

Phone (888) 782-7297 ▪ Fax (610) 359-0467 ▪ Email: [info@altmanweil.com](mailto:info@altmanweil.com)

All information provided is strictly confidential. No specific identifying data will be revealed to any participants or to the survey sponsor. LAMA and Altman Weil thank you in advance for taking the time to compile and submit your data. We suggest you retain a copy of your completed questionnaire in case we need to contact you.

**SECTION 2: ORGANIZATION PROFILE**

1. **Type of Organization:** *(check one box only)*

- Law Firm                                       Government Agency  
 Corporate Law Department               Other (please specify) \_\_\_\_\_

2. **Identify the scope of compensation information submitted in this questionnaire:** *(check one box only)*

- Main Office Only               Branch Office Only               Both

3. **Please provide the total number of individuals in the following positions (including main and branch office locations):**

Total Number of Attorneys:              ,

Total Number of Legal Assistants:              ,

4. **If you are a corporate law department, please answer the following:**

Revenue from last complete fiscal year: \$,,000,000

*(Note: Financial organizations include assets under management and/or value of premiums.)*

**Type of Industry:** *(check one box only)*

- |   |   |
|---|---|
| <input type="checkbox"/> Petro-Chemical Manufacturing   | <input type="checkbox"/> Wholesale/Retail Trade                         |
| <input type="checkbox"/> Pharmaceutical Manufacturing   | <input type="checkbox"/> Transportation and Warehousing                 |
| <input type="checkbox"/> Computer/Electronics Manufacturing                                   | <input type="checkbox"/> Insurance                                      |
| <input type="checkbox"/> Other Manufacturing  | <input type="checkbox"/> Finance  |
| <input type="checkbox"/> Utilities  | <input type="checkbox"/> Services (Professional, Scientific, Technical) |
| <input type="checkbox"/> Health Care  | <input type="checkbox"/> Education                                      |
| <input type="checkbox"/> Information (Telecommunications, media and data processing services) | <input type="checkbox"/> Other Industry (please specify) _____          |

5. **Does your Organization require a Paralegal Certificate as a hiring criterion?**

- Yes               No

6. **Does your Organization provide additional compensation for a Paralegal Certificate or completion of a formal Paralegal Training Program?**

- Yes               No

7. **Overall attrition rate for Legal Assistants (all categories except legal assistant clerks/project assistants) for 2003:**

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Under 2%  | <input type="checkbox"/> 11% to 25% |
| <input type="checkbox"/> 2% to 5%  | <input type="checkbox"/> 26% to 50% |
| <input type="checkbox"/> 6% to 10% | <input type="checkbox"/> Over 50%   |

8. For each position below, please indicate the annualized billable hour expectation for full-time professionals in 2004: (Please review position descriptions on page 9 prior to completing this question.)

Working Manager/Supervisor	<input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
Senior Legal Assistant	<input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
Legal Assistant /Paralegal	<input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
Specialist	<input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
Legal Assistant Clerk/Project Assistant	<input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>

**SECTION 3: BENEFITS PROFILE**

9. Indicate which of the following expenses are *reimbursed* as part of a benefit plan provided by your organization? (Please provide a check mark for each applicable position.)

Reimbursed Benefits	Legal Assistant Manager	Legal Assistant Coordinator/ Case Manager	Working Manager/ Supervisor	Senior Legal Assistant	Legal Assistant/ Paralegal	Specialist	Legal Assistant Clerk/ Project Assistant
Tuition							
Professional Development							
Other Educational Assistance							
Professional Association Dues							
Computer/Communication Equipment							
Child Care							
Transportation Subsidy (bus, rail, etc.)							
Parking							
Health Club/Wellness Programs							
Overtime Transportation/Meal Allowance							
Relocation Expenses for New Hires							
Relocation Expenses for Transfers							
Other (please specify)							
Other (please specify)							

**10. Indicate which of the following benefits are available as part of a benefit plan provided by your organization? (Please provide a check mark for each applicable position.)**

Benefits	Legal Assistant Manager	Legal Assistant Coordinator/ Case Manager	Working Manager/ Supervisor	Senior Legal Assistant	Legal Assistant/ Paralegal	Specialist	Legal Assistant Clerk/ Project Assistant
Retirement Pension							
401(k) Plan							
Profit Sharing (Corporate Only)							
Stock Options/Investment Savings							
Employee Assistance Program (EAP)							
Backup Childcare							
Employee Medical							
Dependent Medical							
Dental							
Vision							
Pre-Tax Health Care							
Pre-Tax Dependent Care							
Pre-Tax Health Club							
Pre-Tax Transportation (bus, rail)							
Pre-Tax Parking							
Paid Transportation (bus, rail)							
Paid Parking							
Paid Sabbatical							
Life Insurance							
Short-term Disability Insurance							
Long-term Disability Insurance							
Long-term Care Insurance							
Accidental Death & Dismemberment							
Other (please specify)							
Other (please specify)							

**SECTION 4: SALARY ADMINISTRATION PROFILE**

**11. Average salary increase percentage for 2004 (or most recent data available):**

Exempt: .%

Nonexempt: .%

**12. How many hours are included in your standard workweek? (check one box only)**

- 35 hours
- 37.5 hours
- 38.75
- 40 hours
- Other (please specify) \_\_\_\_\_

**13. If your organization compensates for overtime, what method is utilized? (check one box only)**

- Time and one-half
- Fluctuating workweek
- Comp time
- Other (please specify) \_\_\_\_\_

**14. Please indicate the period used to calculate overtime. (check one box only)**

- Daily
- Weekly

**15. Using the period indicated above, after how many hours of work is overtime paid?**

.

16. Which of the factors listed below do you consider in determining salary increases? Use a scale of 1-5, with 5 being “very important” and 1 being “not important”, to rate the importance of the following criteria in determining salary increases. (Circle one number on each line below. Numbers may be used more than once. Check the N/A column for any factor that is not considered.)

Factors	Level of Importance					N/A
	High		Low			
Merit/Individual Performance	5	4	3	2	1	
Cost-of-Living	5	4	3	2	1	
Years at Organization	5	4	3	2	1	
Years in Profession	5	4	3	2	1	
Productivity/Billable Hours	5	4	3	2	1	
Profitability of Organization	5	4	3	2	1	
Market	5	4	3	2	1	
Other (please specify)	5	4	3	2	1	

17. If your organization pays a bonus, what method is utilized? Use a scale of 1-5, with 5 being “very important” and 1 being “not important”, to rate the importance of the following criteria in determining bonuses. (Circle one number on each line below. Numbers may be used more than once. Check the N/A column for any factor that is not considered.)

Factors	Level of Importance					N/A
	High		Low			
Merit/Individual Performance	5	4	3	2	1	
Years at Organization	5	4	3	2	1	
Years in Profession	5	4	3	2	1	
Productivity/Billable Hours	5	4	3	2	1	
Profitability of Organization	5	4	3	2	1	
Market	5	4	3	2	1	
Other (please specify)	5	4	3	2	1	



## SECTION 5: PERSONNEL COMPENSATION PROFILE INSTRUCTIONS

Please read the following instructions prior to completing the Compensation Profile on page 11. For your convenience and as an alternative to completing this section on paper, we have attached a disk with an Excel worksheet to all past participants.

- √ **Personnel Compensation Profile:** This section involves job matching for seven jobs in the Legal Assistant career progression. Please read the job descriptions carefully and provide information only for jobs that you feel are an equal match. The following is a detail of information to be included for each individual in your organization on this page.
- √ **Annualization Note:** If the person has been in a position for less than a year or on a part-time basis, please provide an annualized amount when indicated. For example, for someone who has been in a position for 6 months, double the amount to provide an estimated 12-month total.
- √ **Branch Office Note:** If you receive assistance from representatives at branch offices in completing this part of the survey, please be sure to collect all forms and return them in one package.
- √ **Please DO NOT add \$ signs, fractions or cents.**

On the enclosed data collection form (Compensation Profile), please complete for each person employed in your program at year end 12/31/03 the following:

**Column A Position Description:** Please review the job descriptions and select the Code that most closely matches the job responsibilities for each position reported, even though the actual title may be different than the titles below.

Code	Title and Description
10	<b>Legal Assistant Manager:</b> This position is sometimes titled Supervisor, Director of Legal Assistant Services or Paralegal Coordinator. This person reports to an Administrative Partner or Director of Administration. This person is responsible for recruiting, interviewing, and hiring Legal Assistants. The position may also include training Legal Assistants, monitoring work assignments, and handling personnel, financial, and administrative matters for the Legal Assistant program. This person spends 100% of his/her time as a Manager and does not bill to clients and therefore does not have billable hours and/or a chargeable hours requirement. (For Managers with billable hours, use code 21 below).
20	<b>Legal Assistant Coordinator/Case Manager:</b> This person reports to a Legal Assistant Manager or Director and supervises legal assistants. He/she may spend some portion of his/her time working as a legal assistant and may have a billable hours requirement.
21	<b>Working Manager/Supervisor:</b> This position is sometimes titled Supervisor, Director of Legal Assistant Services or Paralegal Coordinator. This person reports to an Administrative Partner or Director of Administration. This person is responsible for all the same duties listed for Legal Assistant Managers (code 10); however, the differentiating factor is that this person has billable hours and/or a chargeable hours requirement.
30	<b>Senior Legal Assistant:</b> This person has been a Legal Assistant or a case Manager, and has demonstrated the ability to supervise or train other Legal Assistants. May have also met firm criteria for senior status and/or is a specialist in a specific practice area.
31	<b>Legal Assistant/Paralegal:</b> This person assists attorneys in the practice of law. Responsibilities may include factual research, document analysis, cite checking and shepherdizing, drafting certificates and corporate transactional documentation, drafting pleadings, coordinating document productions, administering trusts and estates, assisting with pension plan, administration, assisting with real estate transactions, and handling substantive functions in practice areas that do not require a law degree.
40	<b>Specialist:</b> This person provides special services to clients based on training or expertise, such as Nurse Consultants, Environmental Technicians, or CPAs.
50	<b>Legal Assistant Clerk/Project Assistant:</b> This position may have a variety of clerical titles. The person typically works under the supervision of a Legal Assistant and performs various clerical tasks, such as: document numbering, alphabetizing of documents, labeling folders, filing and other various projects that do not require substantive knowledge of the transaction or litigation.

**Column B Exempt/Nonexempt:** Please indicate if the position is Exempt or Nonexempt. Exempt jobs are typically executive, administrative, professional and outside sales, and are not subject to overtime provisions of the Fair Labor Standards Acts (FLSA). Nonexempt jobs are subject to the overtime provisions of the FLSA.

**Column C Years in the Profession:** Please indicate the actual number of years (rounded to a whole year) that an individual has been in the profession. For example, for a person who was a Legal Assistant Clerk for one year, a Legal Assistant for two years, Senior Legal Assistant for three years and a Supervising Legal Assistant for four years – the total number of years in the profession would be ten. Time spent as a Legal Secretary *is not* counted. For 0 to 6 months, always round down to the nearest whole year; for 7 to 12 months, always round up to the nearest whole year.

**Column D 2004 Annual Base Salary:** Report the most current annual base salary recorded, for the period starting January 1, 2004. (See *Annualization Note on page 9.*)

**Column E 2003 Bonus Award:** For those positions that are eligible, report the total cash bonus pay received for work performed in the 2003 calendar year, regardless of time of payment. Bonus pay would be the annual supplemental compensation paid based on met objectives and/or targets. If the person has been in a position for less than a year, provide annualized amount. (See *Annualization Note on page 9.*)

**Column F 2003 Overtime Pay:** Provide the total dollars paid for overtime defined as time worked in addition to the normal work schedule, for the 2003 calendar year. (*DO NOT Annualize.*)

**Column G 2004 Billing Rate:** Report the most current billing rate for an individual, for the period starting January 1, 2004.

**Column H 2003 Billable Hours:** Provide only the total billable hours worked for clients (whether or not the client was actually billed for those hours) during the 2003 calendar year. (See *Annualized Note on page 9.*)

**Column I Practice Area:** Please select the appropriate letter code (select only one per employee). For example, select code “MN” for Legal Assistant Managers doing principally management related work.

BK Banking	IN Insurance
BR Bankruptcy	IP Intellectual Property/Patents/Trademarks
CN Contracts	LB Labor
CO Corporate	LI Litigation
CR Criminal	MG Mergers/Acquisitions
EP Employment	RE Real Estate
EV Environmental	RG Regulatory/Utilities
FL Family Law	SC Securities
GV Government/Legislative	TE Trusts/Estates/Probate
HC Health Care	OT Other
IM Immigration	
NS No Specialty	<b>MN Manager</b>

**Column J Zip Code:** If individual’s work location is different than the zip code provided under participant information, please provide zip code of branch or other location.

**Column K** Please check (“√”) to indicate annualized data was provided for reported individual due to **new hire or part-time employment status.**

**PERSONNEL COMPENSATION PROFILE (continued)**

Please complete the table below using the instructions on the preceding pages.

Line #	(A) Position Code	(B) Exempt/ Nonexempt (E or N)	(C) Years in Profession	(D) 2004 Annual Base Salary	(E) 2003 Bonus	(F) 2003 Overtime Pay	(G) 2004 Billing Rate	(H) 2003 Billable Hours	(I) Practice Area Code	(J) Zip of Work Location /F different	(K) √ if Annualized Data
1				\$	\$	\$	\$				
2				\$	\$	\$	\$				
3				\$	\$	\$	\$				
4				\$	\$	\$	\$				
5				\$	\$	\$	\$				
6				\$	\$	\$	\$				
7				\$	\$	\$	\$				
8				\$	\$	\$	\$				
9				\$	\$	\$	\$				
10				\$	\$	\$	\$				
11				\$	\$	\$	\$				
12				\$	\$	\$	\$				
13				\$	\$	\$	\$				
14				\$	\$	\$	\$				
15				\$	\$	\$	\$				
16				\$	\$	\$	\$				
17				\$	\$	\$	\$				
18				\$	\$	\$	\$				
19				\$	\$	\$	\$				
20				\$	\$	\$	\$				
21				\$	\$	\$	\$				
22				\$	\$	\$	\$				
23				\$	\$	\$	\$				
24				\$	\$	\$	\$				
25				\$	\$	\$	\$				

**Column A - Position Codes**

- 10 Legal Assistant Manager
- 20 Legal Assistant Coordinator/Case Manager
- 21 Working Manager/Supervisor
- 30 Senior Legal Assistant
- 31 Legal Assistant/Paralegal
- 40 Specialist
- 50 Legal Assistant Clerk/Project Assistant

**Columns C, D, E, F, G, H**

Round to nearest whole number.

**Column I - Practice Area Code**

- BK Banking
- BR Bankruptcy
- CN Contracts
- CO Corporate
- CR Criminal
- EP Employment
- EV Environmental
- FL Family Law
- GV Government/Legislative
- HC Health Care
- IM Immigration
- IN Insurance
- IP Intellectual Prop./Patents/Trademarks
- LB Labor
- LI Litigation
- MG Mergers/Acquisitions
- RE Real Estate
- RG Regulatory/Utilities
- SC Securities
- TE Trusts/Estates/Probate
- OT Other
- NS No Specialty/Generalist

**MN Manager**

(Enter only **one** Practice Area Code for each employee. For employees who may fit multiple areas, please choose the closest code.)

Please photocopy additional pages as needed.

**← PLEASE OPEN TO COMPLETE PERSONNEL COMPENSATION PROFILE SPREADSHEET.**

**Please include any comments and/or suggestions in the space provided below. We welcome your input.**

**2004 Annual Compensation Survey for Legal Assistants/Paralegals and Managers**

LAMA Member, Participant Price (50% discount).....\$197.50 \_\_\_\_\_  
Participant Price (25% discount).....\$296.25 \_\_\_\_\_  
Non-Participant Price .....\$395.00 \_\_\_\_\_

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- I am enclosing a check with my order

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Authorized Signature \_\_\_\_\_

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