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2019 Salary Survey



Washington DC
www.legalplacements.com

Legal Assistants	Support Staff
Accounting & Finance	Contract Attorneys

Dear Friends,

A new decade with new opportunities ahead for all!

Once again, my colleagues and I would like to thank you for your continued support in 2019. As a result, LPI ended the year with continued appreciation and success.

For the majority of 2019, the unemployment rate held steady at 3.5%, which made it an employee's market. While this salary survey provides information for you based on actual direct hire placements made in 2019, LPI's temporary support staff division and contract attorney division remained strong throughout the year. LPI also extended our hiring services to different cities throughout the country which broadened our candidate pool as well as presence in other law firms outside of the DC Metropolitan area.

LPI found an increased hiring trend within the accounting and finance departments in law firms and corporations. We also observed firms and corporations seeking more entry level, direct hire candidates for some of their open positions, with an approximate 8% increase in the entry level salary range from the previous year.

With a strong economy ahead of us LPI looks forward to working with you and assisting you in all your hiring needs.

Again, thank you for partnering with LPI– we are grateful for you allowing us to be a staffing resource for you. We could not succeed without you.

Sincerely,

Lori DiCesare
Director

Business Professionals

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Practice Manager	General	146	24	0	\$100,000.00
Project Billing Assistant	Accounting	600	13	0	\$60,000.00
Senior Business Manager	General	4,700	10	5	\$210,000.00
Service Desk Specialist	Information Technology	1,000	8	10	\$70,400.00
Talent Management Assistant	Human Resources	130	0	3	\$47,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Administrative Assistant	Business Immigration	599	1	0	\$41,000.00
Administrative Assistant	Business Immigration	582	0	3	\$41,500.00
Administrative Assistant	Business Immigration	582	3	2	\$43,000.00
Administrative Assistant/File Clerk	Transactional	12	0	5	\$45,000.00
Administrative Clerk	Government Relations	250	1	1	\$45,000.00
Assistant Office Administrator	General	9	2	6	\$60,000.00
Attorney Services Assistant	General	500	6	0	\$52,000.00
Client Services Specialist	Client Services	1,020	0	7	\$38,000.00
Document Processing Specialist	Document Services	1,700	23	3	\$85,000.00
Document Specialist	Document Services	300	10	0	\$76,000.00
Executive Assistant	Energy	126	3	0	\$49,000.00
Executive Assistant	Food & Drug	30	7	0	\$72,000.00
File Clerk	Transactional	12	1	4	\$38,000.00
Legal Administrative Assistant	Corporate	N/A	15	0	\$67,500.00
Legal Administrative Assistant	Regulatory	800	3	1	\$60,000.00
Legal Executive Assistant	General	179	16	4	\$85,000.00
Legal Practice Assistant	Corporate	120	18	1	\$75,000.00
Legal Secretary	Aviation	950	4	3	\$67,000.00
Legal Secretary	Business Litigation	1,000	6	1	\$71,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Legal Secretary	Corporate	1,000	10	1	\$85,000.00
Legal Secretary	Corporate	17	21	2	\$88,000.00
Legal Secretary	Energy	1,100	16	0	\$80,000.00
Legal Secretary	Financial Services	900	33	6	\$85,000.00
Legal Secretary	General	1,020	2	5	\$50,000.00
Legal Secretary	General	1,020	1	1	\$60,000.00
Legal Secretary	General	1,020	18	0	\$82,000.00
Legal Secretary	General	1,020	18	0	\$82,000.00
Legal Secretary	General	356	20	10	\$85,000.00
Legal Secretary	General	714	10	15	\$85,000.00
Legal Secretary	General	1,020	24	0	\$85,000.00
Legal Secretary	Government Contracts	600	2	23	\$86,000.00
Legal Secretary	International Trade	335	7	1	\$75,000.00
Legal Secretary	Investment Management	1,756	29	0	\$84,000.00
Legal Secretary	Litigation	780	4	6	\$58,000.00
Legal Secretary	Litigation	82	19	0	\$60,000.00
Legal Secretary	Litigation	82	14	0	\$60,000.00
Legal Secretary	Litigation	365	29	0	\$82,000.00
Legal Secretary	Litigation	800	18	0	\$85,000.00
Legal Secretary	Real Estate	700	13	0	\$87,500.00
Legal Secretary	Securities Litigation	5	24	0	\$80,000.00
Legal Secretary	Tax	365	20	0	\$80,000.00
Legal Secretary	Zoning	51	9	2	\$72,000.00
Legal Secretary	Real Estate	356	10	14	\$78,500.00
Legal Secretary (Part-Time)	General	8	22	0	\$60,000.00
Legal Secretary II	General	1020	18	19	\$77,000.00
Legal Secretary, Floater	General	1000	19	11	\$83,500.00
Library Assistant	General	106	33	0	\$60,000.00

Business Professionals

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Accounts Payable Specialist	Accounting	353	0	1	\$50,000.00
Associate Life & Development	Human Resources	1,020	0	3	\$41,800.00
Administrative Assistant	Human Resources	1,020	0	3	\$41,800.00
Benefits and Compensation Specialist	General	33	1	4	\$67,000.00
Benefits Coordinator	Human Resources	1,013	17	0	\$65,000.00
Billing Specialist	Accounting	1,013	19	0	\$76,000.00
Business Development Manager	General	885	13	0	\$140,000.00
Business Development Specialist	Marketing	5,000	4	0	\$68,000.00
Client Account Specialist	Accounting	946	0	2	\$50,700.00
Collections Specialist	Community Association	169	1	1	\$44,000.00
Collections Specialist	Community Association	169	0	4	\$45,000.00
Collections Specialist	Community Association	169	0	3	\$45,000.00
Collections Specialist	Community Association	169	0	5	\$45,000.00
Communications Manager	Marketing	700	10	4	\$145,000.00
Lateral Attorney	Human Resources	550	1	2	\$45,000.00
Recruiting Assistant	Human Resources	2,200	5	3	\$60,000.00
Legal Recruiting Coordinator	Human Resources	1,700	2	4	\$62,000.00
Legal Recruiting Coordinator	Human Resources	1,700	2	4	\$62,000.00
Office Administrator	Administration	400	9	4	\$130,000.00
Office Administrator	Administration	30	16	5	\$137,500.00
Office Administrator	Administration	450	26	0	\$145,000.00

Legal Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Legal Assistant	Energy	126	1	2	\$47,500.00
Legal Assistant	General	450	1	1	\$48,000.00
Legal Assistant	Litigation	55	3	2	\$56,000.00
Legal Assistant (Entry)	Employment	25	0	0	\$45,000.00
Legal Assistant, Trusts & Estates	General	474	7	7	\$75,000.00
Legal Resource Assistant	General	1,000	2	0	\$42,500.00
Legal Writer	Immigration Services	582	4	6	\$60,000.00
Litigation Legal Assistant	General	1,055	6	3	\$72,000.00
Practice Support Specialist, Tax	General	4,700	9	2	\$103,000.00
Senior Financial Analyst	General	106	14	0	\$135,000.00
Senior Legal Assistant	FDA	43	21	0	\$115,000.00
Staff Attorney	General	1,055	11	0	\$80,000.00
Staff Attorney	General	1,055	6	5	\$85,000.00
Staff Attorney (Foreign Language)	General	1,055	5	0	\$95,000.00

Support Staff Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Office Coordinator	Client Services	17	1	5	\$50,000.00
Office Services Assistant	Office Services	1,200	3	5	\$37,500.00
Office Services Assistant	Office Services	120	1	9	\$46,000.00
Office Services Clerk	Office Services	1,200	10	1	\$40,000.00
Office Services Generalist	Office Services	1,235	0	2	\$45,000.00
Practice Assistant	Corporate	500	4	3	\$70,000.00
Practice Assistant	General	1,756	39	2	\$74,000.00
Practice Assistant	Government Investigations	1,100	7	0	\$55,000.00
Receptionist	Client Services	780	0	3	\$35,000.00
Receptionist	Client Services	30	9	6	\$40,000.00
Receptionist	Client Services	2,518	18	6	\$50,000.00
Receptionist	Client Services	5	2	4	\$50,000.00
Receptionist	Client Services	1,000	0	5	\$40,000.00
Receptionist/Administrative Assistant	Client Services	61	4	3	\$50,000.00
Records Clerk	Office Services	82	5	3	\$34,000.00
Records Clerk	Office Services	1,000	2	25	\$40,000.00
Reference Librarian	Library	800	0	5	\$75,000.00
Senior Legal Assistant	Litigation	10	14	0	\$92,500.00
Support Services Clerk	Office Services	714	4	14	\$40,000.00
Team Secretary	General	2,000	3	4	\$49,000.00
Word Processor	Document Services	780	7	3	\$70,000.00

Intellectual Property

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Administrative Assistant, Litigation	IP	425	0	3	\$45,000.00
Docketing Specialist	IP	700	22	0	\$69,000.00
Docketing Specialist	IP	130	15	0	\$87,000.00
Docketing Specialist	IP	1,100	23	5	\$90,000.00
Docketing Specialist	IP	335	11	2	\$63,000.00
Docketing Specialist	IP	30	14	0	\$72,000.00
Docketing Specialist, Trademark	IP	530	21	0	\$85,000.00
Docketing/Annuities Specialist	IP	1100	10	19	\$60,000.00
Intellectual Property Apprentice	IP	130	0	4	\$45,000.00
Intellectual Property Clerk	IP	1013	0	3	\$44,000.00
Intellectual Property Integration Coordinator	IP	1,000	3	2	\$55,000.00
Intellectual Property Specialist	IP	900	5	0	\$87,000.00
Intellectual Property Supervisor	IP	1,013	18	0	\$102,000.00
Legal Assistant, Litigation	IP	425	2	0	\$47,000.00
IP Legal Assistant, Litigation	IP	130	12	3	\$105,000.00
Patent Clerk	IP	130	1	1	\$42,000.00
Patent Clerk	IP	21	4	6	\$50,000.00
Patent Clerk	IP	130	1	1	\$45,000.00
Patent Design Manager	IP	125	31	0	\$120,000.00
Legal Assistant	IP	125	4	0	\$48,000.00
Legal Assistant	IP	130	1	1	\$50,000.00
Legal Assistant	IP	1,000	2	2	\$60,000.00
Legal Assistant	IP	1,100	10	1	\$85,000.00
Legal Assistant	IP	125	8	7	\$78,000.00
Patent Services Manager	IP	125	21	0	\$135,000.00
Patent Specialist	IP	179	21	0	\$88,000.00
Patent Specialist	IP	30	4	1	\$55,000.00

Legal Division

Title	Practice Area	Approx. Firm Size	Years Legal	Years Non-Legal	Salary
Counsel	General	900	21	0	\$175,000.00
Counsel	In- House Corporation	50	9	3	\$200,000.00
Legal Assistant	Business Immigration	582	0	6	\$43,000.00
Legal Assistant	Business Immigration	582	0	6	\$43,000.00
Legal Assistant	Business Immigration	582	2	0	\$43,000.00
Legal Assistant	Business Immigration	582	0	5	\$43,000.00
Legal Assistant	Business Immigration	582	0	1	\$43,000.00
Legal Assistant	Business Immigration	582	0	2	\$43,000.00
Legal Assistant	Business Immigration	582	0	4	\$45,000.00
Legal Assistant	Business Immigration	582	0	1	\$45,000.00
Legal Assistant	Business Immigration	582	1	3	\$45,000.00
Legal Assistant	Business Immigration	582	0	1	\$45,000.00
Legal Assistant	Business Immigration	582	0	3	\$45,000.00
Legal Assistant	General	2,100	9	1	\$85,000.00
Legal Assistant	Antitrust	350	1	1	\$47,000.00
Legal Assistant	Business Immigration	800	2	1	\$45,000.00
Legal Assistant	Community Associations	6	1	4	\$55,000.00
Legal Assistant	Corporate	47	18	6	\$100,000.00
Legal Assistant	Food & Drug	30	1	2	\$48,000.00
Legal Assistant	Litigation	800	1	4	\$47,000.00
Legal Assistant	Pharmaceutical	1	2	4	\$55,000.00
Legal Assistant	Real Estate Investment	10	2	2	\$70,000.00
Legal Assistant	Trust & Estates	16	6	3	\$52,000.00