

# THE PARALEGAL ASSOCIATION OF WISCONSIN



## 2004 Salary Survey

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## COMMENTS ON RESULTS

This report is a summary of findings from the Year 2002 salary survey of the Paralegal Association of Wisconsin Memberships.

The survey was mailed to 240 members. Of those mailed, 173 were completed and returned.

A large portion of the PAW members are from Milwaukee County (47%). The fact that such a large number of responses came from Milwaukee was considered when calculating some averages.

When looking at the difference between counties, it is also important to keep in mind that the averages for Milwaukee County are based on 47% of the responses, and much smaller percentages for others.

This report will compare figures to years past, and will provide findings based on the 36 questions asked in the survey. It will not, however, tag a "typical" paralegal, as there are too many variations between counties and type of employers. It is easy to determine, though, that as in past years, the majority of the respondents were females in private law firms using the title "Paralegal."

Thank you to all who participated in this survey.

## COMPARISON OF FINDINGS

	<u>2000</u>	<u>2002</u>	<u>2004</u>
Sex -- Female	94%	90%	94.3%
Age	26- 35	41 - 45	31 - 35
Position -- Full Time	91%	88%	86.1%
Title -- Paralegal	85%	84%	83.6%
Type of Employer			
Private Law Firm	67%	58%	54.3%
Corporation	17%	13%	21.3%
Insurance Company	10%	8%	19.0%
Government Agency	4%	3%	2.9%
Highest Level of Education			
High School	14%	16%	13.3%
Associates Degree	24%	22%	28.3%
Bachelor's Degree	54%	52%	42.2%
Work Experience	3-4 years	5-6 years	7-10 years
Number of Attorneys Work With	2-4	2-4	2-4
Classified as Salaried/Exempt	58%	56%	59.8%
Receive a Bonus	58%	56%	61%
Overall Full-Time Salary	\$43,500	\$39,954	\$39,944
Milwaukee Salary	\$46,500	\$44,056	\$45,525
Billing Rate	\$81 - \$90	over \$100	over \$100

## SALARY INFORMATION

### **AVERAGE FULL TIME SALARY**

Statewide: \$39,944.00

#### By County:

Milwaukee: \$45,525.00

Dane: \$40,533.85

Racine/Kenosha: \$34,793.55

Outagamie: \$37,666.67

Waukesha: \$41,581.40

Brown: \$40,820.00

LaCrosse: \$33,537.93

Rock: \$40,000.00

Winnebago/

Fond du Lac: \$37,500.00

#### By Experience:

Less than 1 year: \$30,562.50

1-2 years: \$34,333.33

3-4 years: \$40,560.94

5-6 years: \$40,304.34

7-8 years: \$40,055.62

9-10 years: \$41,480.95

11-12 years: \$42,513.33

13-14 years: \$50,645.16

15-16 years: (No Respondents)

17-18 years: \$45,819.31

19-20 years: \$43,666.67

Over 20 years: \$48,382.00

#### By Employer (Statewide)

Law Firm: \$41,295.23

Corporation: \$44,700.00

Insurance Co.: \$45,313.71

Government Agency: \$35,622.67

Freelance: \$36,800.00

#### By Gender (Statewide)

Female: \$45,000

Male: \$34,274.08

#### By Legal Education:

Certificate: \$44,146.88

Associates Degree: \$37,140.63

Bachelor's Degree: \$41,912.78

## BILLABLES DATA

### **Average Hourly Billing Rate (Statewide)**

#### By County

Milwaukee: \$100 and higher

Dane: (Dane Co. Respondents did not bill their hours.)

Outagamie: \$51 - \$60

Waukesha: \$71 - \$80

LaCrosse: \$51 - \$60

### **Minimum Hours Required to Bill/Year (Statewide)**

#### By County

Milwaukee: 1,601 – 1,800

Dane: N/A

Outagamie: 1,401 – 1,600

Waukesha: 1,401 – 1,600

LaCrosse: 1,601 – 1,800

## GENERAL BACKGROUND INFORMATION

### Question 1: The County in which you are employed.

<u>Responses</u>	<u>Number</u>	<u>Percent</u>	<u>Responses</u>	<u>Number</u>	<u>Percent</u>
Barron	0	0%	Milwaukee	82	47%
Brown	4	2%	Outagamie	6	3%
Dane	20	12%	Ozaukee	1	.5%
Door	2	1%	Racine	1	.5%
Fond du Lac	2	1%	Rock	1	.5%
Green Lake	0	0%	Sheboygan	4	2%
Kenosha	2	1%	Waukesha	22	13%
LaCrosse	15	9%	Winnebago	1	.5%
Manitowoc	1	.5%	Wood	2	1%
Marathon	2	1%	Undisclosed	3	1.7%
			Out of State	2	1%

### Question 2: Your Age.

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. under 20	3	1.6%
b. 20-25	10	5.7%
c. 26-30	17	9.8%
d. 31-35	32	18.9%
e. 36-40	27	15.6%
f. 41-45	31	18%
g. 46-50	17	9.8%
h. 51-55	19	10.7%
i. 56 and over	15	9.8%

### Question 3: Your Gender.

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Female	164	94.7%
b. Male	9	5.3%

### Question 4: Your current title.

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Paralegal	144	83.2%
b. Legal Assistant	11	6.3%
c. Other	18	10.4%

Other titles:

### Question 5. Your Employer

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Private Law Firm	94	54.3%
b. Corporation/Business	37	21.3%
c. Insurance Company	33	19.0%
d. Government Agency	5	2.9%
e. Freelance or Independent	2	1.0%
f. Other	2	1.0%

Other Employers: Non-Profit, Accounting Firm

### Question 6. The number of attorneys in your office

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. 1 - 5	70	40.4%
b. 6- 10	29	16.8%
c. 11 - 15	24	13.9%
d. 16 - 20	9	5.2%
e. 21 - 25	4	2.3%
f. 26 - 30	7	4.0%
g. 31 - 40	5	2.9%
h. 41 - 50	1	.6%
i. 51 - 60	0	0
j. 61 - 80	6	3.4%
k. 80 - 100	4	2.3%
l. over 100	14	8.1%

### Question 7. The number of attorneys you regularly work for

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. 1	45	26.0%
b. 2 - 4	66	28.2%
c. 5 - 10	36	20.8%
d. 11 - 15	21	12.1%
e. 16 - 20	2	1.2%
f. 21 or more	3	1.7%

### Question 8. The number of paralegals in your office

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. 1	42	24.3%
b. 2 - 4	69	4.0%
c. 5 - 10	36	20.8%
d. 11 - 15	18	10.4%
e. 16 - 20	3	1.7%
f. 21 or over	5	2.9%



**Question 9. During the past year, the number of paralegals in your place of employment has:**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Increased	34	19.7%
b. Decreased	22	12.7%
c. Remained the same	117	6.7%

**Question 10. How secretarial services are provided**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Personal Secretary	14	80.9%
b. Shared Secretary	92	5.3%
c. Secretary Pool	14	8.1%
d. Self	50	2.9%
e. Other	3	1.7%

**Question 11. Office accommodations**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Private Office	96	55.5%
b. Shared Office	10	5.8%
c. Cubicle	67	3.9%
d. Other	0	0%

## EDUCATION AND EXPERIENCE

### Question 12. Total years as a paralegal

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Less 1 year	6	3.5%
b. 1 - 2	8	4.6%
c. 3 - 4	20	11.6%
d. 5 - 6	20	11.6%
e. 7 - 8	23	13.3%
f. 9 - 10	23	13.3%
g. 11 - 12	13	7.5%
h. 13 - 14	12	6.9%
i. 15 - 16	18	10.4%
j. 17 - 18	8	4.6%
k. 19 - 20	7	4.0%
l. over 20	15	8.7%

### Question 13. Number of years in present position

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Less 1 year	26	15.0%
b. 1 - 2	37	21.4%
c. 3 - 4	34	19.7%
d. 5 - 6	21	12.1%
e. 7 - 8	10	5.8%
f. 9 - 10	9	5.2%
g. 11 - 12	8	4.6%
h. 13 - 14	8	4.6%
i. 15 - 16	6	3.5%
j. 17 - 18	5	2.9%
k. 19 - 20	3	1.7%
l. over 20	6	3.5%

### Question 14. Paralegal training

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Formal Training	92	53.1%
b. Trained on the Job	73	42.2%
c. Paralegal Experience from Previous Employment	38	22.0%
d. Legal Secretary Experience	37	21.4%
e. Other	7	4.0%

**Question 15. Highest level of overall education**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. High School	23	13.3%
b. Associate Degree	49	28.3%
c. Bachelors Degree	73	42.2%
d. Other	28	16.2%

**Question 16. Highest level of formal legal education**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Certificate	53	30.6%
b. Associate Degree	58	33.5%
c. Bachelors Degree	31	17.9%

**Question 17. ABA approved program**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Yes	73	42.2%
b. No	22	12.7%
c. Do Not Know	12	6.9%

**Question 18. Certified in any other profession**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Yes	25	14.5%
b. No	148	85.5%

### Question 19. Areas of Specialization

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Banking/Finance	14	8.1%
b. Bankruptcy	10	5.8%
c. Corporate	46	26.6%
d. Criminal	9	5.2%
e. Employee Benefits	4	2.3%
f. Estates and Trusts	21	12.1%
g. Family Law	30	17.3%
h. Insurance	26	15.0%
i. Intellectual Property	10	5.8%
j. Labor	8	4.6%
k. Litigation	64	37.0%
l. Medical Malpractice	12	6.9%
m. Personal Injury	40	23.1%
n. Product Liability	16	9.2%
o. Real Estate	23	13.3%
p. Workers Compensation	24	13.9%
q. Others	19	11.0%

### Question 20. How obtained current position

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Newspaper	51	29.5%
b. Association Resume Bank	14	8.1%
c. Job Fair	2	1.2%
d. Internal Promotion	41	24.4%
e. Headhunter	7	4.0%
f. Other (referral, blind resume)	68	39.3%

### Question 21. Position Status

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Full Time	155	89.6%
b. Part Time	16	9.2%
c. Freelance	2	1.2%

**Question 22. Annual Gross Salary for having entered profession within last 12 mos.**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Less than \$15,000	1	.6%
b. \$16,000 - \$18,000	1	.6%
c. \$19,000 - \$21,000	2	1.2%
d. \$22,000 - \$24,000	2	1.2%
e. \$25,000 - \$27,000	1	.6%
f. \$28,000 - \$30,000	1	.6%
g. \$31,000 - \$33,000	2	1.2%
h. \$34,000 - \$36,000	2	1.2%
i. \$37,000 - \$39,000	1	.6%
j. \$40,000 - \$42,000	1	.6%
k. \$43,000 - \$45,000	2	1.2%
l. Over \$46,000	1	.6%
m. N/A	156	90.1%

**Question 23. Current Annual Gross Salary**

Full Time Average: \$39,944.00

**Question 24. Percentage of last salary increase**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. 1% - 2%	19	11.0%
b. 3% - 4%	101	5.8%
c. 5% - 6%	23	13.3%
d. 7% - 8%	7	4.0%
e. 9% - 10%	5	2.9%
f. over 10%	4	2.3%
g. no raise received	14	8.1%

**Question 25. How often receive salary increase**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Annually	146	84.4%
b. Biannually	6	3.5%
c. N/A	11	6.4%
d. Other	10	5.8%

**Question 26. What is salary increase based on**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Merit/Performance	105	60.7%
b. Tenure	19	11.0%
c. Specific Formula	14	8.1%
d. Unknown	27	15.6%
e. N/A	7	4.0%

**Question 27. Receive a bonus in addition to salary increase**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Yes	130	75.1%
b. No	43	24.9%

**Question 28. Amount of last bonus**

High: \$25,000

Low: \$100

Average: \$2,500

**Question 29. What bonus based on**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Merit/Performance	52	30.0%
b. Tenure	9	5.2%
c. Annual Bonus	29	26.8%
d. Case Resolution	14	8.1%
e. Supervisor's Prerogative	23	13.3%
f. N/A	40	23.1%
g. Other	30	17.3%

**Question 30. Receive overtime pay or compensation time for overtime worked**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Overtime pay over scheduled work week	46	26.6%
b. Compensatory time	31	17.9%
c. Choice between overtime or compensatory time	19	11.0%
d. No overtime or compensatory time	77	44.5%

**Question 31. Present employee classification**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Hourly (non-exempt)	35	20.2%
b. Salaried (exempt)	92	53.2%
c. Salaried Non-Exempt (Paid for Overtime)	46	26.6%

**Question 32. Has employee classification changed while a paralegal**

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Yes – exempt to non-exempt	21	12.1%
b. Yes – non-exempt to exempt	24	13.9%
c. No change	128	74.0%

**Question 33. Fringe Benefits**

<u>Response</u>	<u>All Pd. #</u>	<u>All Pd. %</u>	<u>Part Pd. #</u>	<u>Part Pd. %</u>
a. Health Ins. (Ind.)	13	7.5%	61	35.3%
b. Health Ins. (Fam.)	6	3.5%	63	36.4%
c. Life Insurance	40	23.1%	28	16.2%
d. Dental Insurance	13	7.5%	50	28.9%
e. Short Term Disab.	38	21.9%	23	13.3%
f. Long Term Disab.	43	24.9%	27	15.6%
g. Sick Leave (Avg.)	10 days			
h. Maternity Leave (Avg.)	6 weeks			
i. Pension Plan	33	19.1%	27	15.6%
j. 401(k)	18	10.4%	45	26.0%
k. Stock Plan	11	6.4%	10	5.8%
l. Profit Sharing Plan	21	12.1%	7	4.0%
m. Professional Dues	142	82.1%	9	5.2%
n. Reg. Membership Meetings	80	46.2%	3	1.7%
o. Seminars	149	86.1%	5	2.9%
p. Tuition Reimb.	35	20.2%	33	19.1%
q. Automobile	1	.6%	0	0.0%
r. Paid Parking	49	28.3%	14	8.1%
s. Child Care	0	0.0%	0	0.0%
t. Expense Acct.	24	13.9%	0	0.0%
u. Flexible Hours	6	3.5%	3	1.7%
v. Job Sharing	1	.6%	0	0.0%
w. Vacation Days	15 days			
x. Personal Days	2 days			
y. Paid Holidays	7.5 days			

## BILLING

### Question 34. Average number of hours work per week

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Under 20	0	0.0%
b. 20 – 25	8	4.6%
c. 26 – 30	5	2.9%
d. 31 – 35	12	6.9%
e. 36 – 40	80	46.2%
f. 41 – 45	51	29.5%
g. over 45	17	9.8%

### Question 35. Minimum hours required to bill per year

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Under 1200	10	5.8%
b. 1200 – 1400	7	4.0%
c. 1401 – 1600	26	15.0%
d. 1601 – 1800	17	9.8%
e. Over 1800	0	0.0%
f. None – do not bill	52	30.1%
g. None – no minimum	61	35.3%

### Question 36. Hourly billing rate

<u>Response</u>	<u>Number</u>	<u>Percent</u>
a. Below \$30	0	0.0%
b. \$31 - \$40	1	.6%
c. \$41 - \$50	6	35.3%
d. \$51 – \$60	13	7.5%
e. \$61 - \$70	11	6.4%
f. \$71 - \$80	17	9.8%
g. \$81 - \$90	23	13.3%
h. \$91 - \$100	3	1.7%
i. Over \$100	30	17.3%
j. Contingent	2	1.2%
k. Not Applicable	67	38.7