

Law Firm	BASE SALARY BY FIRM SIZE			AVERAGE BASE SALARY
	SMALL	MEDIUM	LARGE	
Attorney				
eDiscovery Attorney	N/A	91,556	151,078	121,317
Staff Attorney	85,040	97,853	136,593	106,495
Junior Associate	114,023	130,580	178,988	131,572
Mid-Level Associate	127,836	147,885	199,989	158,570
Senior Associate	146,910	163,644	232,768	181,107
Counsel	169,016	196,288	254,552	206,619
Nonequity Partner	193,456	264,399	457,395	305,083
Equity Partner	251,512	412,469	1,229,739	631,240
Non-Attorney				
Attorney Recruiting	N/A	111,473	115,176	113,324
Case Assistant	40,475	54,331	68,297	54,368
Conflicts Analyst	N/A	60,472	75,682	68,077
Conflicts Management	N/A	92,627	107,262	99,945
Docketing Clerk	44,587	51,288	61,353	52,409
Executive Director/COO	149,938	172,479	182,419	168,278
Human Resources	86,512	98,476	102,242	95,744
IP Docket Specialist	48,275	62,707	83,712	64,898
Legal Assistant/Secretary – Junior	42,822	49,750	54,547	49,040
Legal Assistant/Secretary – Senior	58,547	64,707	80,592	67,948
Legal Project Management	63,535	76,727	101,355	80,539
Librarian/Competitive Intelligence	80,593	84,862	92,554	86,003
Office Administrator	90,987	106,151	128,957	108,698
Paralegal – Junior	44,886	49,671	59,500	51,353
Paralegal – Mid-Level	49,577	53,519	69,323	57,473
Paralegal – Senior	61,364	72,149	88,034	73,849
Paralegal Manager	73,325	81,485	104,524	86,445
Patent Agent	N/A	130,299	136,817	133,558
Receptionist	34,203	38,430	43,370	38,668
Records Clerk	38,698	42,855	46,151	42,568
Records Manager	54,905	75,459	98,619	76,328
Legal Technology				
Chief Information/Technology Officer	151,624	221,686	362,950	245,420
IT Management	102,923	122,846	166,031	130,600
Knowledge Management	N/A	126,088	162,952	144,520
Legal Application/Software Support Specialist	61,604	75,479	87,845	74,976
Litigation Support/eDiscovery Analyst	60,476	68,961	81,690	70,376
Litigation Support/eDiscovery Management	94,396	125,862	160,709	126,989
Network Engineer/Analyst	75,573	93,579	100,369	89,840
Trainer/eLearning Specialist	73,661	85,762	121,726	93,716

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In-House	BASE SALARY BY COMPANY SIZE			AVERAGE BASE SALARY
	SMALL	MEDIUM	LARGE	
Attorney				
eDiscovery Counsel	N/A	90,305	118,006	104,043
Counsel	122,050	136,603	201,400	153,351
Senior Counsel	136,640	152,440	206,781	165,287
Associate/Assistant General Counsel	158,972	198,357	301,917	219,748
General Counsel/Chief Legal Counsel	197,231	236,643	327,092	253,655
Non-Attorney				
Closing Coordinator	30,296	50,537	72,038	50,957
Compliance Specialist	46,083	62,037	76,401	61,507
Compliance Manager	62,875	91,546	110,726	88,382
Contract Specialist	68,073	72,249	75,356	71,893
Contract Manager	89,095	91,420	101,622	94,046
Data Privacy/Information Security Analyst	N/A	85,486	101,828	93,657
eDiscovery/Litigation Support Technologist	53,509	68,676	98,229	73,471
Executive Assistant	46,851	56,851	69,968	57,890
Human Resources	54,826	67,131	86,325	69,427
Lease Abstractor	42,389	49,500	54,199	48,696
Legal Operations Management	79,525	108,089	112,571	100,062
Loan Analyst	38,305	46,388	53,325	46,006
Loan Processor	40,342	51,025	56,862	49,410
Paralegal	58,206	67,309	80,160	68,559
Records Information Management	63,622	86,543	107,730	85,965
Regulatory Affairs Specialist	88,558	92,895	107,418	96,290
Risk Manager	N/A	83,666	90,648	87,157
Senior Closer	54,647	65,277	71,447	63,790
Title Underwriter	50,418	63,837	89,649	67,968

All salaries are in US\$

How to Read Our Data

Average Salary **by Firm Size**

Small – This figure represents the national average for law firms with 25 or fewer attorneys.

Medium – This figure represents the national average for law firms with 26–100 attorneys.

Large – This figure represents the national average for law firms with 101 or more attorneys.

Average Salary **by Company Size**

Small – This figure represents the national average for companies in all industries with \$50M or less in annual sales.

Medium – This figure represents the national average for companies in all industries with \$51M–\$500M in annual sales.

Large – This figure represents the national average for companies in all industries with \$501M or more in annual sales.

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Law Firm

Attorney

eDiscovery Attorney

Practices on behalf of the firm. Responsibilities may include client education, technology expertise, litigation readiness, data collection and review, risk management, eDiscovery liaison, global management and records-retention protocols. Juris doctor, state bar admission and 1-3 years of experience required.

Staff Attorney

Provides legal services to clients and supervising attorneys. Provides factual and legal research and analysis. Juris doctor, state bar admission and 3 years of prior associate-level experience in a particular area of expertise required.

Junior Associate

Assists with preparation for closings, hearings, trials and corporate meetings. Juris doctor, state bar admission and 1-3 years of law firm experience required.

Mid-Level Associate

Assists with preparation for hearings and trials, and personal practice planning of the law firm. Juris doctor, state bar admission and 3-5 years of law firm experience required.

Senior Associate

Provides senior level expertise, as well as coaching and mentoring of junior associates. Assists with personal practice planning and risk management of the law firm. Juris doctor, state bar admission and at least 6 years of law firm experience required.

Counsel

Practices law on behalf of the firm. Assists with the preparation and management of a specific case. Is not a partner or associate. Juris doctor, state bar admission and a minimum of 5 years of experience required.

Nonequity Partner

Senior-level lawyers that do not have ownership interests in the firm and are paid a salary. May have limited voting rights in firm matters. Often an

intermediary step toward full equity partner. Juris doctor, state bar admission and extensive firm experience required.

Equity Partner

Senior-level lawyers that have ownership interests in the firm and share in the firm's profits and losses. Juris doctor, state bar admission and extensive firm experience required.

Non-Attorney

Attorney Recruiting Manager

Screens resumes, schedules and coordinates interviews. Includes developing, implementing and executing recruiting programs and strategies to fill open positions. Also creates onboarding program for new attorneys. Bachelor's degree and 3 years of experience required.

Case Assistant

Provides legal and administrative support to attorneys and paralegals. Includes filing with the court and assistance with research. Bachelor's degree and 3 years of experience required.

Conflicts Analyst

Provides research service to determine client conflicts of interest. Facilitates resolution of conflicts of interest and business sensitivity issues related to new business and new hires. Bachelor's degree and at least 2 years of experience required.

Conflicts Manager

Provides subject matter guidance in connection with general firm-wide new business clearance and ethical conflicts-of-interest projects. Bachelor's degree and 5-7 years of experience required.

Docketing Clerk

Performs a variety of clerical and administrative tasks for various individuals in the court, judges or lawyers. Duties include preparing the schedule of cases for the court, calling and contacting witnesses and lawyers, preparing issue orders for the court, and examining and processing hearing applications. Previous experience in clerical work is preferred.

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Law Firm

Executive Director/COO

Manages the day-to-day operations of the firm in the areas of accounting, personnel and technology. Responsibilities may include compensation, recruiting, hiring and staff development. Requires a bachelor's degree and extensive experience in business and operations with an emphasis on communications.

Human Resources Manager

Designs, plans and implements human resources programs and policies for staffing, compensation, benefits, visa/green card processing, employee relations, training and health and safety. Requires a bachelor's degree and 7 years of relevant experience. Typically reports to a department head.

IP Docket Specialist

Maintains and organizes all documents and mail related to a patent application. Responsible for noting and alerting attorneys of important information like due dates or fees. Keeps all documents organized, easily accessible and forwards between firms. May require a bachelor's degree, and a good understanding of patents is preferred.

Legal Assistant/Secretary – Junior

Prepares, formats and revises briefs, subpoenas and other correspondence. Organizes and manages calendars, billing, files and travel logistics. Performs other general secretarial duties, including drafting/formatting legal documents, research, fielding phone calls and other correspondence, tracking records and transcribing dictations. May require an associate degree or legal secretary certificate and 0-3 years of experience.

Legal Assistant/Secretary – Senior

Prepares, formats and revises briefs, subpoenas and other correspondence. Organizes and manages calendars, billing, files and travel logistics. Performs other general secretarial duties, including drafting/formatting legal documents, research, fielding phone calls and other correspondence, tracking records and transcribing dictations. May require an associate degree or legal secretary certificate and 4 years of experience.

Legal Project Management

Responsible for developing, implementing, and coordinating both internal and client-facing projects in close partnership with firm attorneys and administration. Develops process improvement initiatives and uses project management methodologies to assist attorneys, legal assistants, paralegals and staff. Bachelor's degree and 5 years of Project Management experience may be required.

Librarian/Competitive Intelligence

Manages library resources and performs research services. Responsible for selecting, purchasing, cataloging, circulating and maintaining library materials. Serves as a liaison between internal customers and external suppliers. May require a master's degree in library science or library and information science.

Office Administrator

Supervises the administrative and paralegal staff. Handles billing, accounts payable/receivables, vendors and HR. May require a bachelor's degree and at least 10 years of experience in the field or in a related area. Leads and directs the work of others.

Paralegal – Junior

Researches and analyzes statutes, case law, articles and treaties. Prepares legal documents such as pleadings, briefs, wills and contracts. Assists with depositions and trial preparation. Typically requires an associate degree or certificate in paralegal studies and at least 1 year of related experience.

Paralegal – Mid-Level

Researches and analyzes statutes, case law, articles and treaties. Prepares legal documents such as pleadings, briefs, wills and contracts. Assists with depositions and trial preparation. Typically requires an associate degree or certificate in paralegal studies and at least 3 years of related experience.

Paralegal – Senior

Researches and analyzes statutes, case law, articles and treaties. Prepares legal documents such as pleadings, briefs, wills and contracts. Assists with depositions and trial preparation. Typically requires an associate degree or certificate in paralegal studies and at least 6 years of related experience.

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Law Firm

Paralegal Manager

Recruits, manages and trains paralegals, disseminating workload and overseeing the preparation of legal documents. May require a bachelor's degree and 8 years of experience in the field. Leads and directs the work of others.

Patent Agent

Assists with the patent application process, reviews technical documents, prepares substantive documents related to prosecution and supports prosecution strategy. Educates and advises the legal team on scientific data and technology, providing verbal and written analysis. May require an advanced degree in engineering or science and at least 3 years of related experience.

Receptionist

Responsible for scheduling client visits, maintaining and scheduling conference rooms, answering and routing incoming calls, filing documents and collecting mail. Formal office education or training, as well as previous experience in a law office, is preferred.

Records Clerk

Maintains records in accordance with records management practices. Aids in the creation of new files, prepares documents for off-site storage and responds to document requests as needed. Additional responsibilities include conducting inventory and processing boxes for storage. At least 1 year of experience required.

Records Manager

Trains and supervises staff in filing and records management. Responsible for documenting the life cycle of electronic and physical files and preserving archival material. Bachelor's degree and 5-7 years of experience required.

Legal Technology

Chief Information/Technology Officer

Leads an organization's IT function. Provides expert guidance, direction and leadership in regards to a company's selection and use of technologies. Responsible for budgeting, strategic planning and forecasting. Usually reports to a CEO or COO. May

require an advanced degree in a related area with at least 10 years of IT experience.

IT Manager

Manages the IT department. Develops and executes plans that support the organization's IT needs. Ensures proper functioning of the information processing system and oversees necessary upgrades. Requires a bachelor's degree and at least 5 years of relevant experience.

Knowledge Management

Develops and maintains organizational knowledge repository. Trains internal and external clients on knowledge repository capabilities. Promotes organization-wide knowledge sharing practices through business processes and information systems. Requires a bachelor's degree and 2-4 years of content or knowledge management experience.

Legal Application/Software Support Specialist

Analyzes and resolves incoming technical and operational software issues. Monitors resolution process and communicates status. Requires a high school diploma or higher, and 1-3 years of experience working in a software support or customer service role. May require familiarity with industry-specific applications.

Litigation Support/eDiscovery Analyst

Provides technical support for the design, application and implementation of databases used for document reviews, production and eDiscovery projects. May require a bachelor's degree and at least 3-5 years of experience in the field.

Litigation Support/eDiscovery Management

Oversees the support provided to the organization's litigation efforts through the use of technology. Responsible for designing, implementing and maintaining litigation databases. Provides training to the end users on database use and document management. Confirms the accuracy of the documents and exhibits for trial. Requires a bachelor's degree and at least 5-7 years in the field.

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Law Firm

Network Engineer

Oversees the installation, configuration and ongoing maintenance of networked information systems. Uses knowledge of LAN/WAN systems to help design and install internal and external networks. Tests and evaluates network systems to make improvements. Requires a bachelor's degree in area of specialty and 2-5 years of relevant experience.

Trainer/eLearning Specialist

Designs, develops and evaluates online training content. Conveys learning concepts to those being trained. Must possess strong technical knowledge to identify problems as they arise and recommend possible solutions based on their expertise with e-learning tools. A bachelor's degree in communication, information technology, education or a related field is typically required for this position.

In-House

Attorney

eDiscovery Counsel

eDiscovery expert within the organization. Responsibilities may include client education, technology expertise, litigation readiness, data collection and review, risk management, eDiscovery liaison, global management and records-retention protocols. Juris doctor, state bar admission and 1-3 years of experience required.

Counsel

Drafts, reviews and negotiates contracts for various departments. Helps manage corporate risk during litigation, mergers and acquisitions. Relies on knowledge of commonly used corporate concepts, practices and procedures to accomplish goals. Requires a juris doctor and at least 3 years of relevant legal experience.

Senior Counsel

Provides primary legal support for the client and supervises counsel as appropriate. Requires a juris doctor, state bar admission and at least 8 years of relevant substantive legal experience. May lead and direct the work of others.

Associate/Assistant General Counsel

Assists General Counsel with policy making and corporate legal strategy. Conducts legal research and presents legal findings to stakeholders in the organization. Juris doctor, state bar admission and over 8 years of experience required.

General Counsel/Chief Legal Counsel

Oversees and identifies all legal issues throughout an organization, including governance and policy making. Sets and guides strategy for litigation. Juris doctor, state bar admission and at least 10 years of experience required.

Non-Attorney

Closing Coordinator

Administers all aspects of contract and closing duties for approved loans, including maintaining regulatory compliance, filing documents and coordinating borrower, lender and attorney actions. Requires a high school diploma or equivalent with 2-5 years of experience. A bachelor's degree is preferred.

Compliance Specialist

Monitors, assesses and integrates policies, procedures and practices issued by regulatory organizations. Conducts internal compliance audits, prepares reports and responds to inquiries. Develops and maintains a superior knowledge of current regulatory requirements. Requires a bachelor's degree in a related field with 0-5 years of experience.

Compliance Manager

Monitors, assesses and integrates policies, procedures and practices issued by regulatory organizations. Conducts internal compliance audits, prepares reports and responds to inquiries. Develops and maintains a superior knowledge of current regulatory requirements. Requires a bachelor's degree in a related field with 5-10 years of relevant experience.

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In-House

Contract Specialist

Drafts, reviews and revises contracts terms to ensure compliance with internal and external policies and procedures. Provides interpretative assistance to colleagues. Resolves contract-related disputes and responds to inquiries. Maintains a working knowledge of current laws, standards, regulations and guidelines. Requires a bachelor's degree in a related field with 5-7 years of relevant experience.

Contract Manager

Reviews, negotiates, drafts and/or revises contracts. Monitors and maintains records on contract activities for all ongoing projects. Manages related interdepartmental communication. Requires a bachelor's degree in a related field with 5-8 years of relevant experience.

Data Privacy/Information Security Analyst

Performs all procedures necessary to ensure the safety of information systems and to protect systems from intentional or inadvertent access or destruction. Weighs business needs against security concerns and articulates issues to management. 5 years of experience required.

eDiscovery/Litigation Support Technologist

Plans, develops, and provides technology solutions to support attorneys' litigation cases. Has the ability to analyze, design, implement and update Litigation Support systems to fully utilize state of the art hardware/software. Bachelor's degree preferred.

Executive Assistant

Provides support to the attorneys during and in between cases. They provide both traditional administrative and legal support to the in-house team. Knowledgeable in the law with exceptional organizational skills. 2 year degree and previous experience preferred.

Human Resources

Oversees recruiting, training and talent development. Solves inter- and intra-departmental issues. Advises leadership on retention, new regulations, employment equality and dispute resolution. Maintains a working knowledge of employment laws, regulations and guidelines. Requires a bachelor's degree in a related field with 2-3 years of relevant experience.

Lease Abstractor

Drafts, analyzes, audits and negotiates commercial leases. Reviews and monitors lease information. Summarizes key lease information by preparing lease abstracts. Requires a business degree or certification in a related field with 3-5 years of relevant experience.

Legal Operations Management

Oversees business activities, processes, and people in order to maximize the in-house team's ability to protect and grow the company. Requires a combination of skills including strategic planning, financial management, vendor management, technology management, and legal data analytics. Bachelor's degree and at least 5 years of experience required.

Loan Analyst

Monitors and analyzes loan portfolios. Evaluates debt obligations, operating statements, revenues, expenditures and loan receipts in order to advise internal and external stakeholders. Relies on a strong knowledge of industry standard guidelines, rules and procedures. Requires a bachelor's degree in a related area and 2-4 years of relevant experience.

Loan Processor

Verified and processes loan application data utilizing a strong knowledge of regulations, rules, procedures, and guidelines. Communicates with customers and underwriters. Typically has strong computer skills and knowledge of industry trends. Requires a high school diploma with 3-5 years of experience, but a bachelor's degree is preferred.

Paralegal

Organizes and maintains documents/evidence to prepare for trials or depositions. Coordinates logistics for travel, depositions, equipment setup, etc. Assists with trial preparation and follow up. Typically requires an associate degree or certificate in paralegal studies and at least 1 year of related experience.

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In-House

Records Information Management

Manages the maintenance of company records. Indexes, converts and integrates files for storage. Trains records management employees. Requires a bachelor's degree and 3-5 years of records maintenance experience.

Regulatory Affairs Specialist

Prepares, submits and monitors regulatory documents and submissions. Provides interpretative assistance to colleagues at various levels. Maintains a working knowledge of current standards, regulations, and guidelines. Requires a bachelor's degree in a scientific discipline with 2-5 years of relevant experience. A regulatory affairs certification is a plus.

Risk Manager

Administers risk management and loss prevention initiatives. Analyzes policies, procedures and practices to identify potential exposure. Works with insurance brokers to identify and procure appropriate coverage. Manages risk related data and reports. Requires a bachelor's degree in a related field with 3-5 years of relevant experience.

Senior Closer

Coordinates loan closings, prepares loan documentation, manages credit information and reviews data for accuracy. May utilize software to prepare loan packages. Relies on a strong knowledge of industry standard guidelines, rules and procedures to perform duties. Requires a high school diploma with 5-7 years of experience. A bachelor's degree is preferred.

Title Underwriter

Underwrites mortgage loan applications and evaluates loans in order to maximize organizational profit and minimize risk or loss. Monitors property appraisal process. May require a bachelor's degree and 0-2 years of experience. Works under general supervision. Typically reports to a supervisor.

For more details on defining salaries and understanding trends in the job market, contact your local Special Counsel representative.



specialcounsel.com/resources/salary-guide