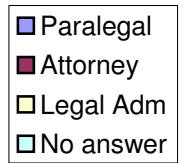
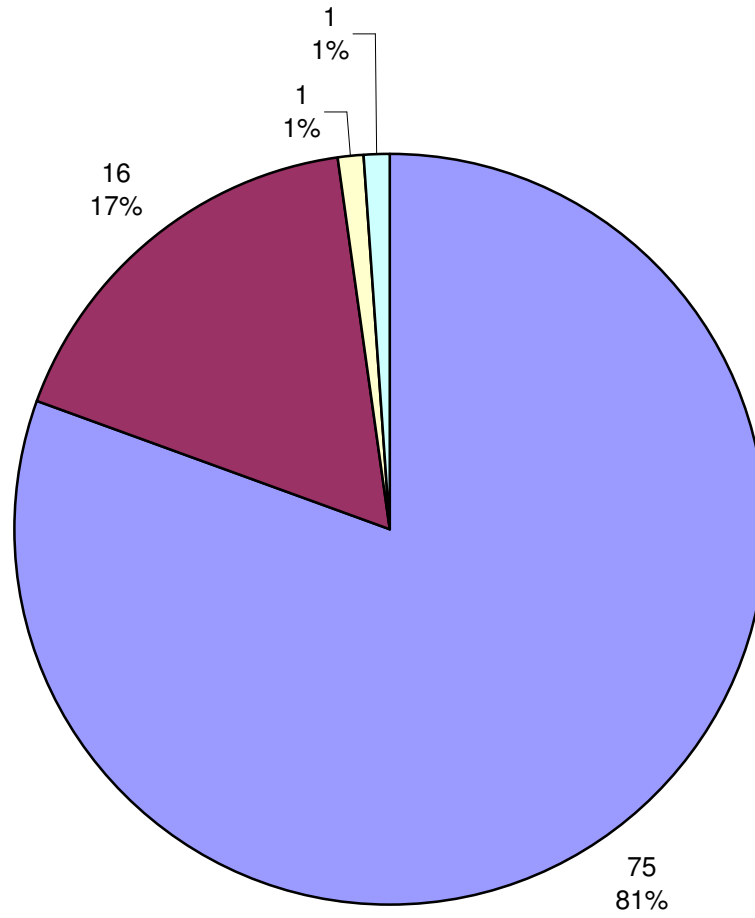
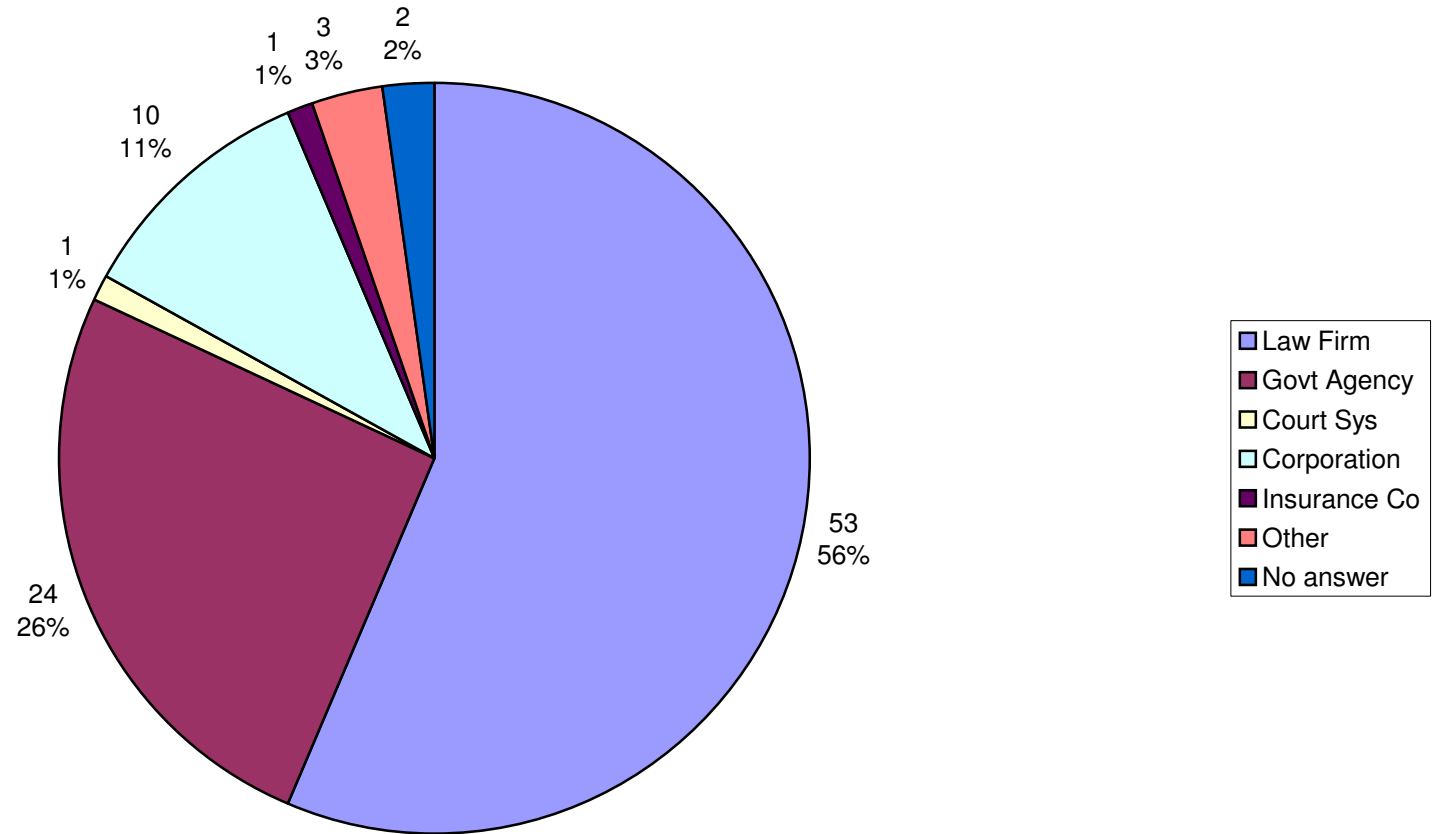


Job Description



Job Location



Practice Area

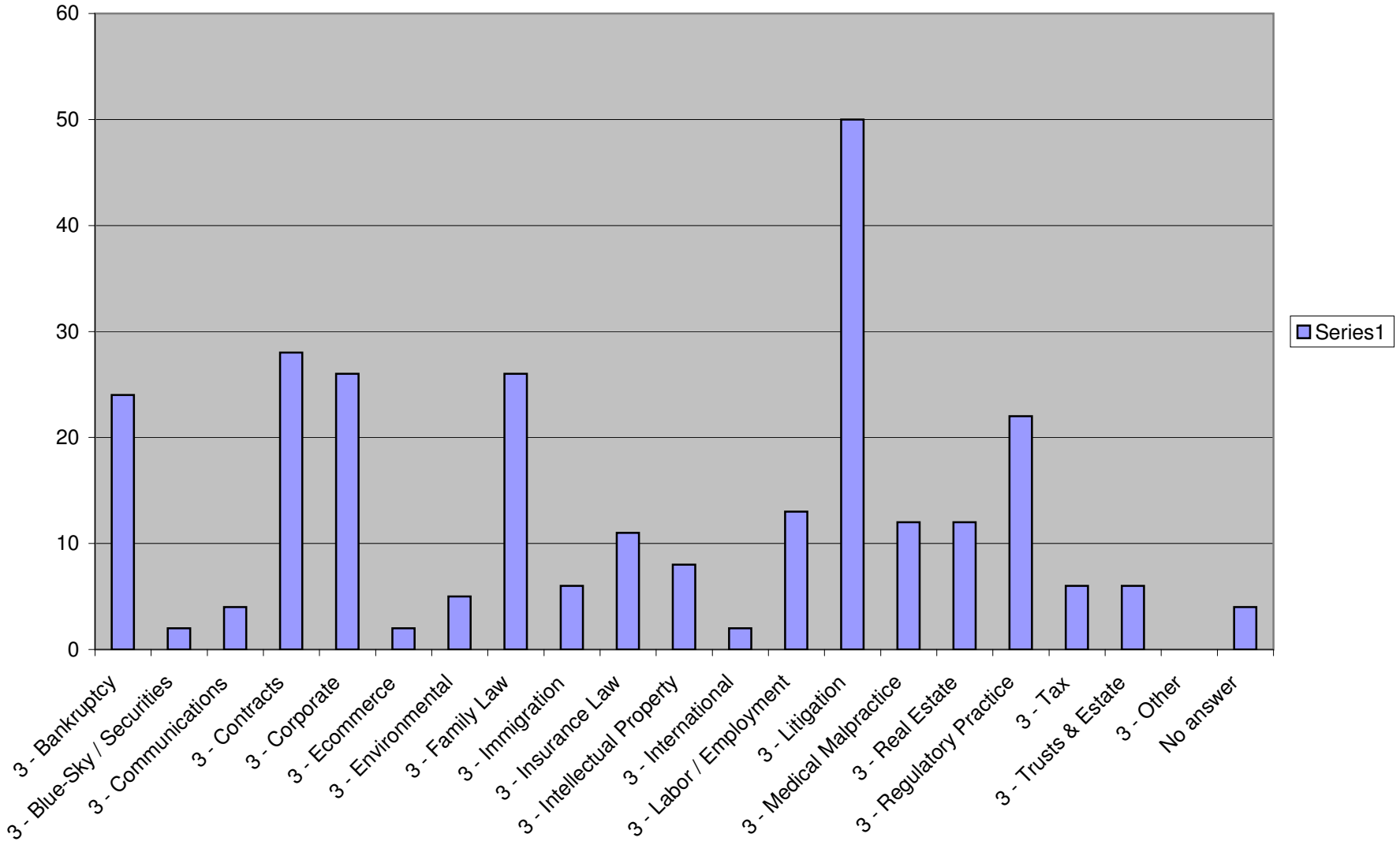
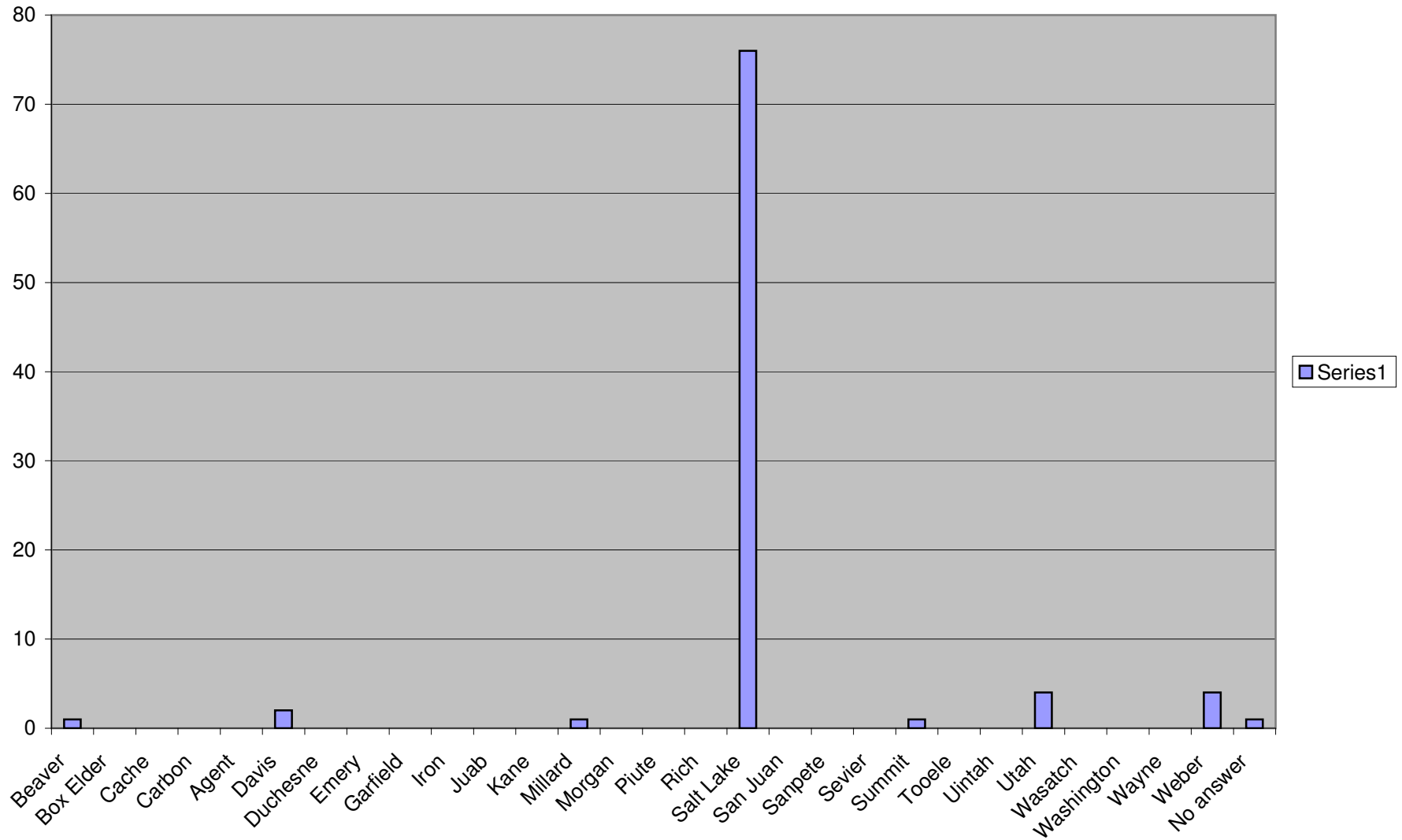
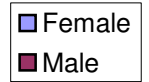
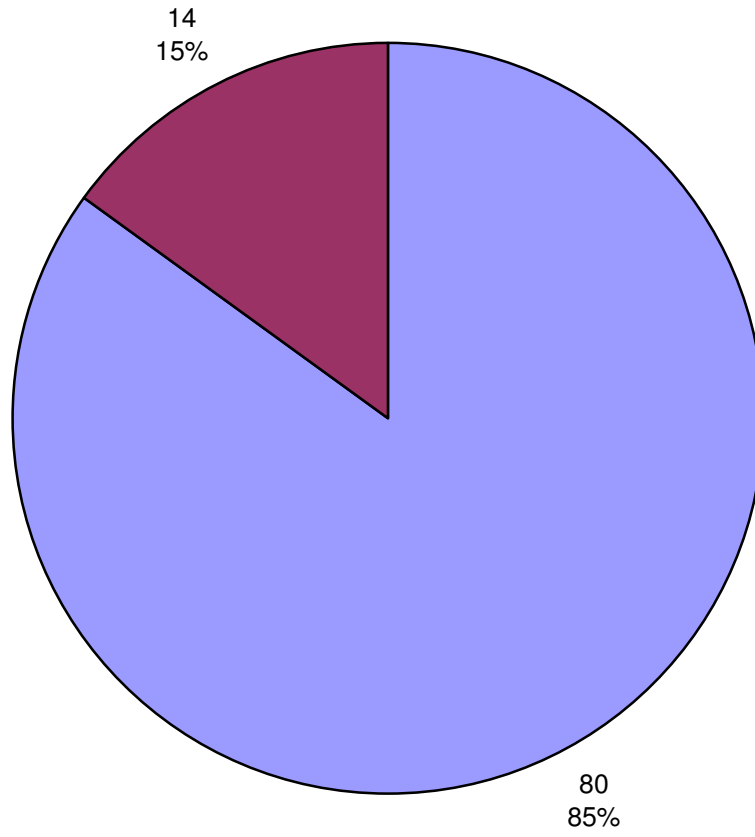


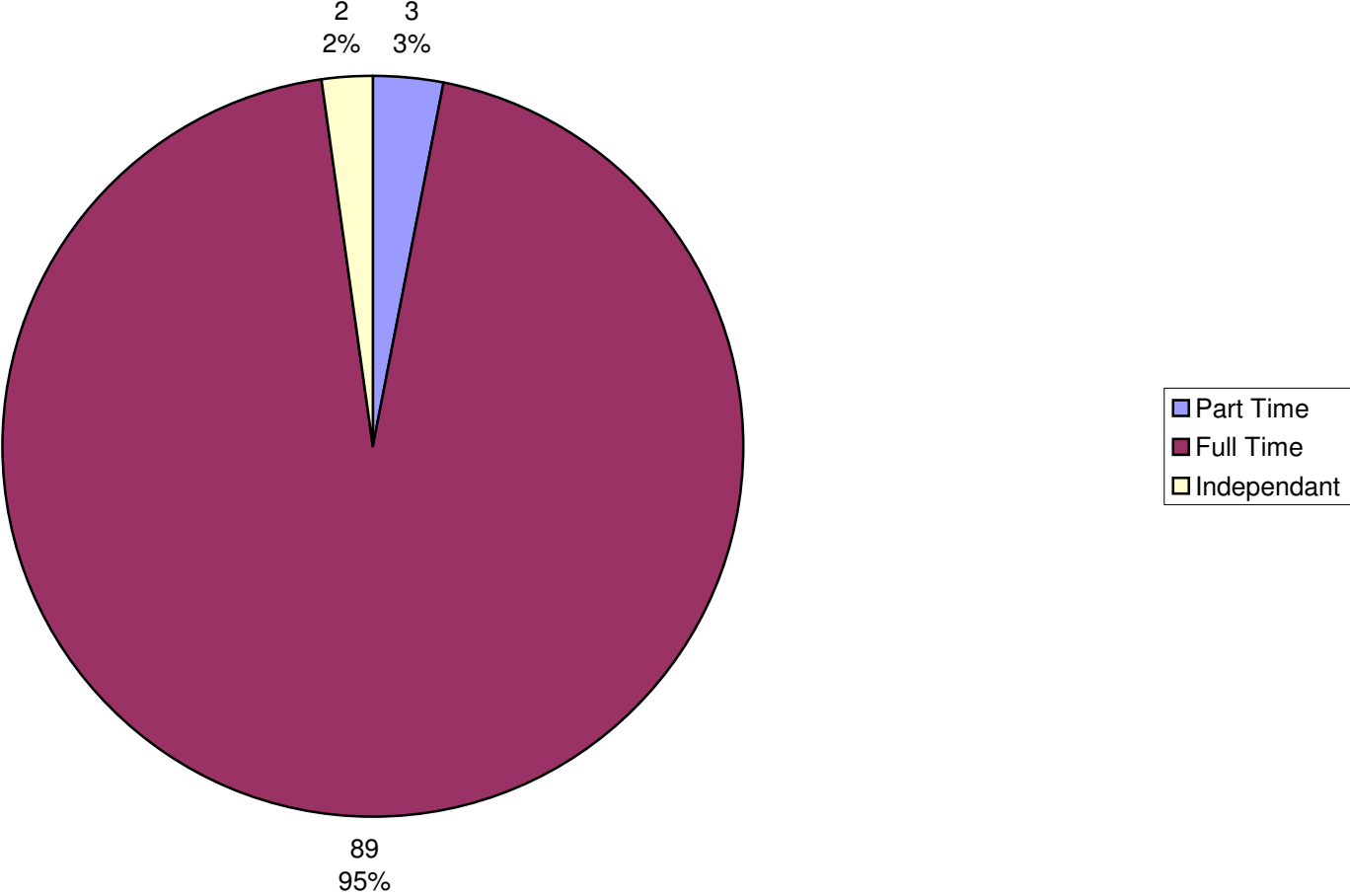
CHART County Location



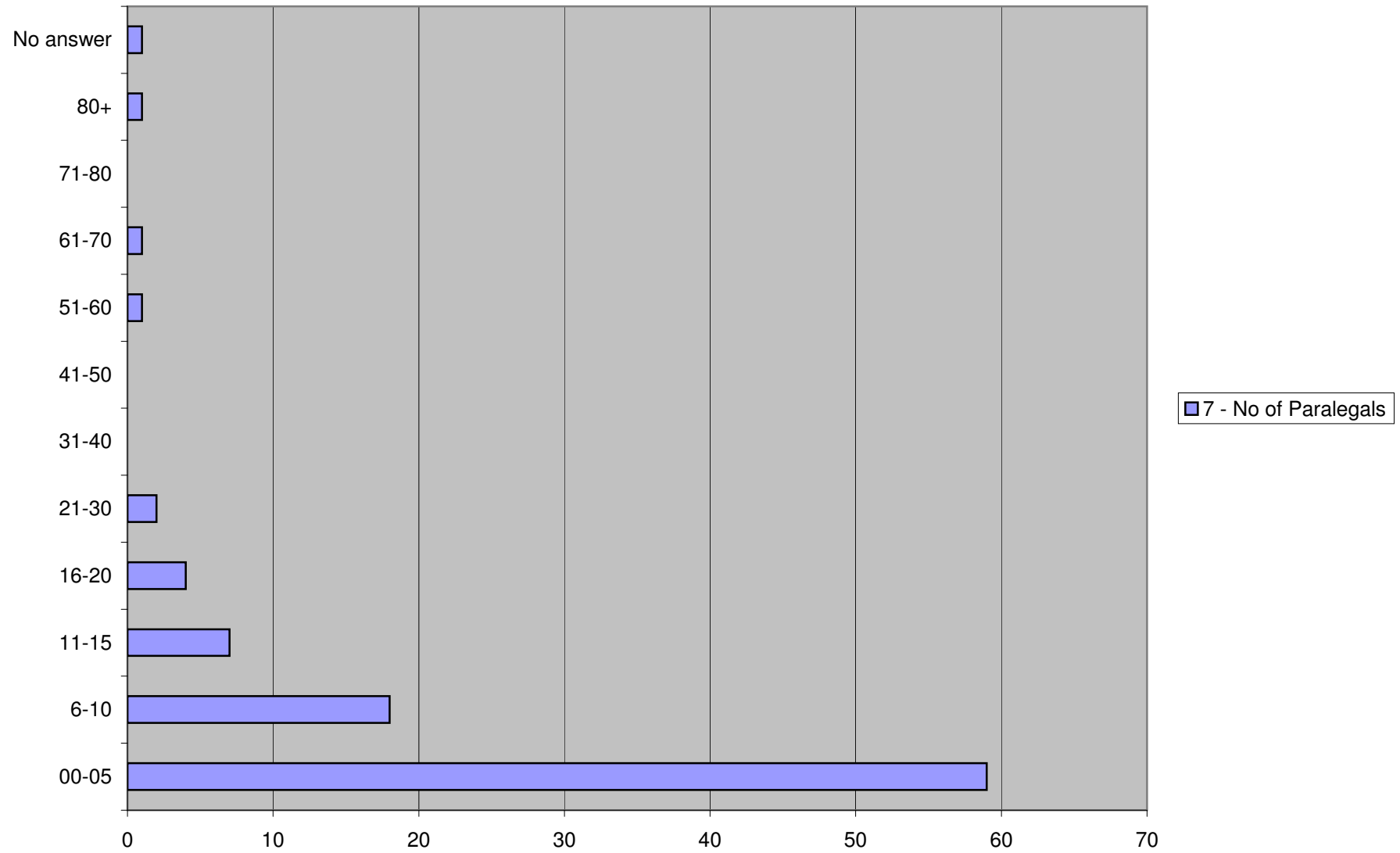
Gender



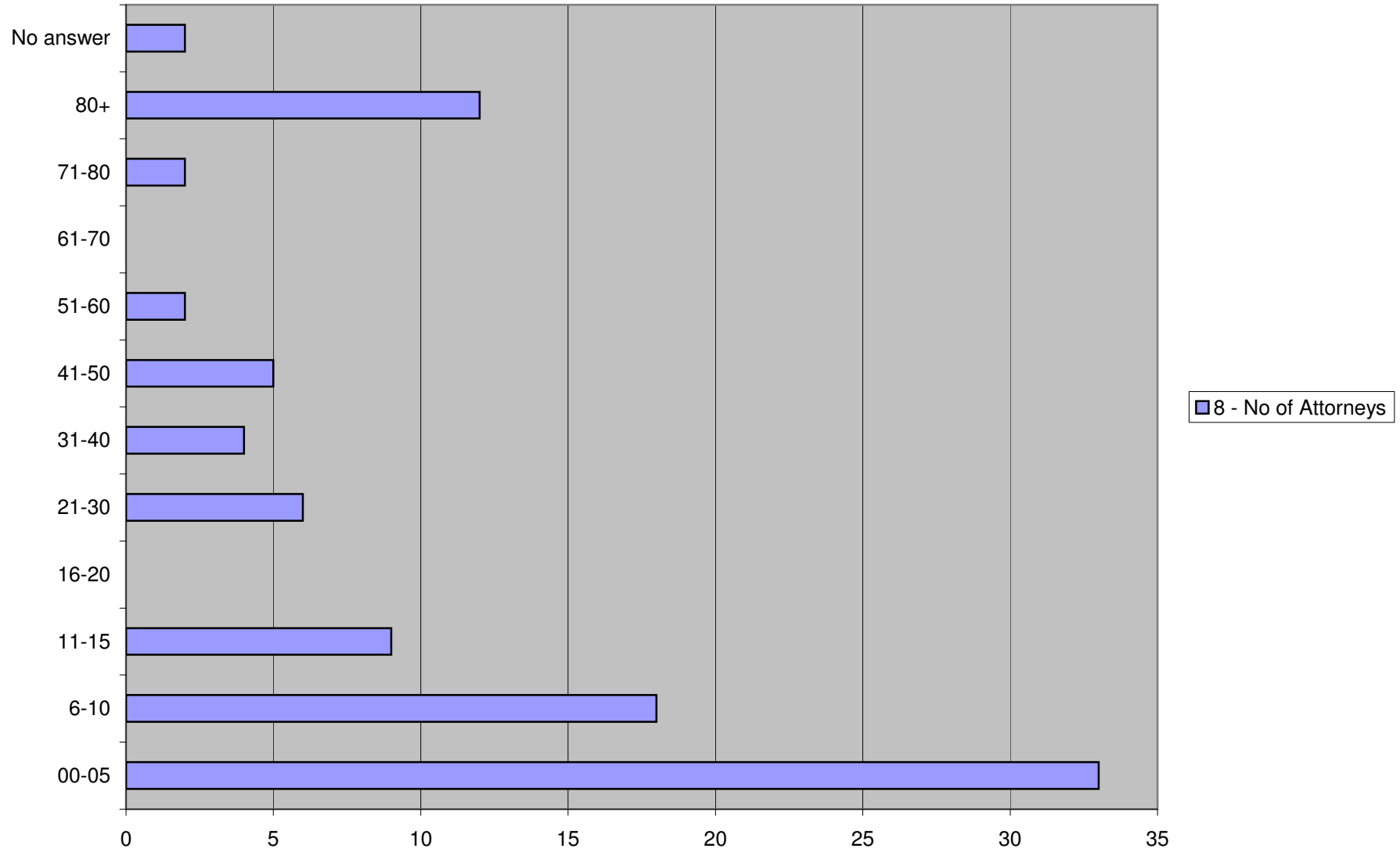
Work Status



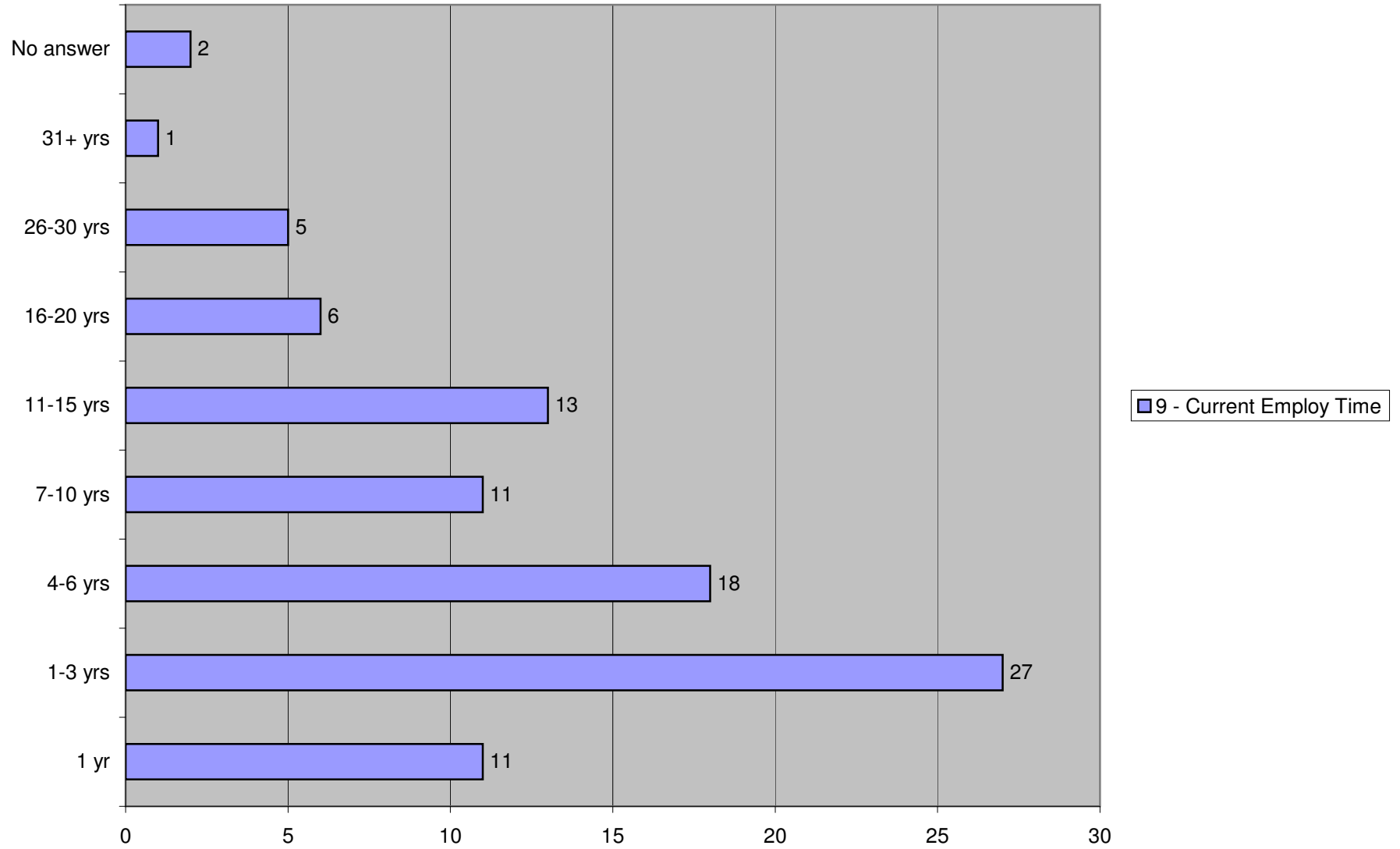
7 - No of Paralegals



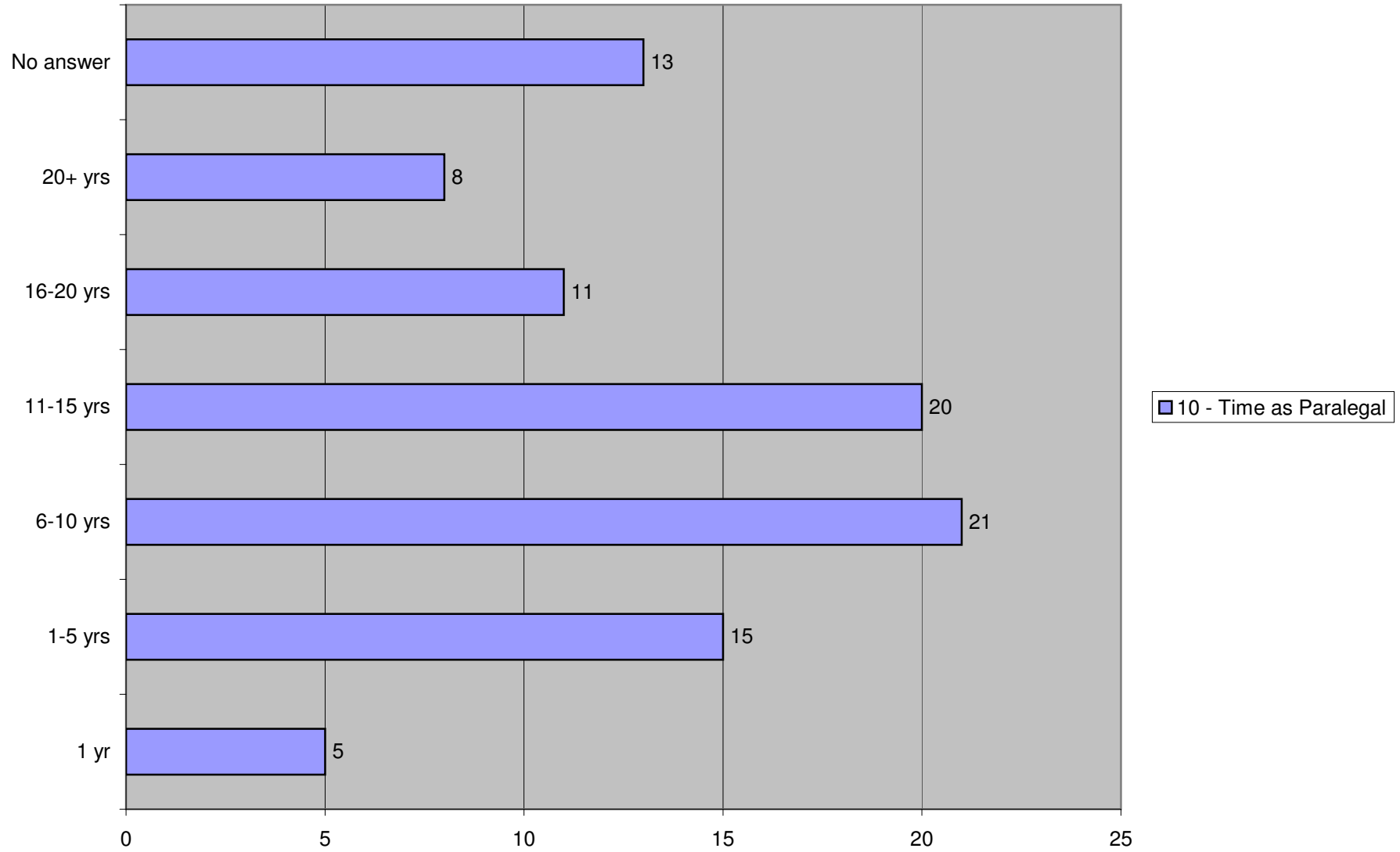
8 - No of Attorneys



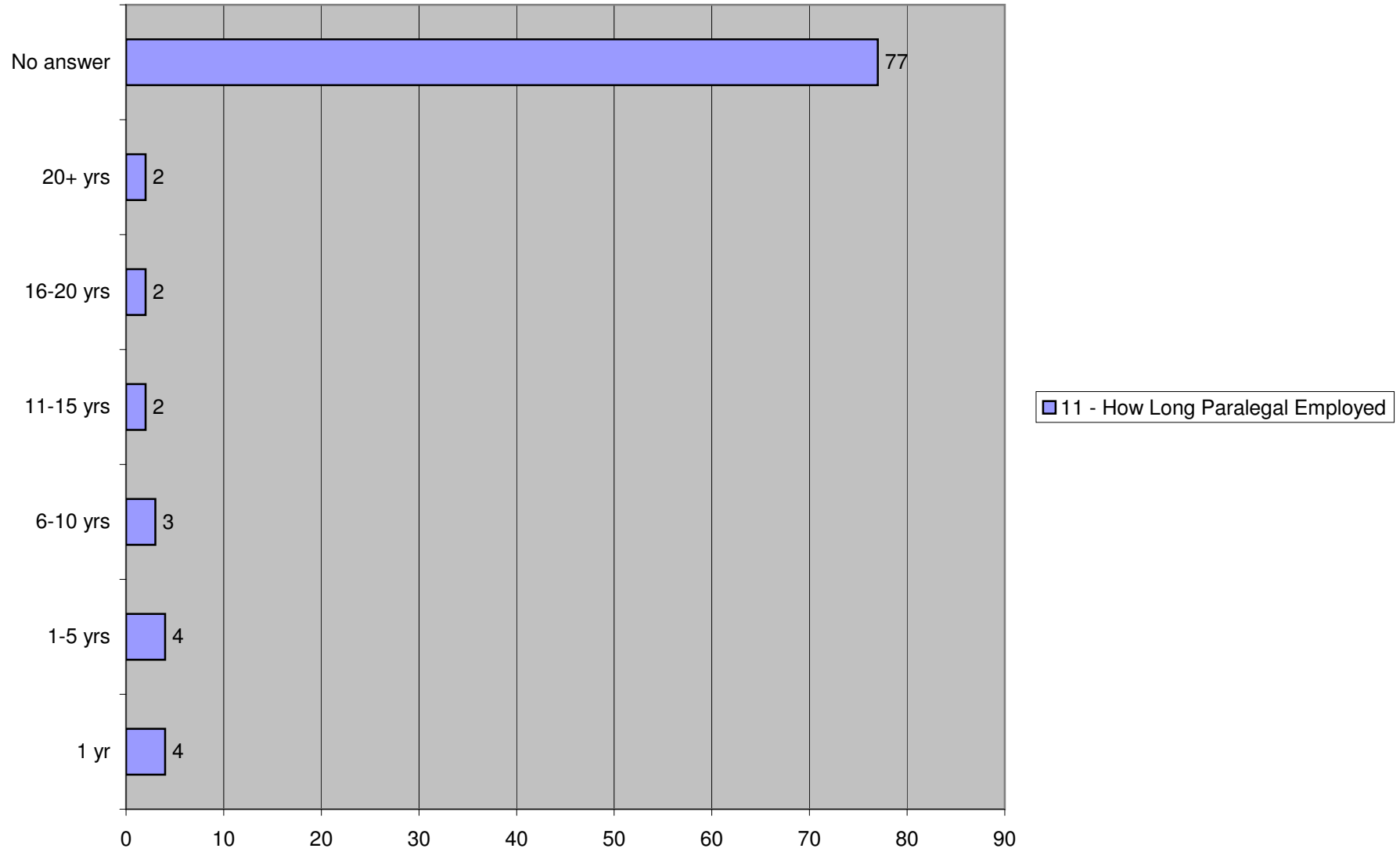
9 - Current Employ Time



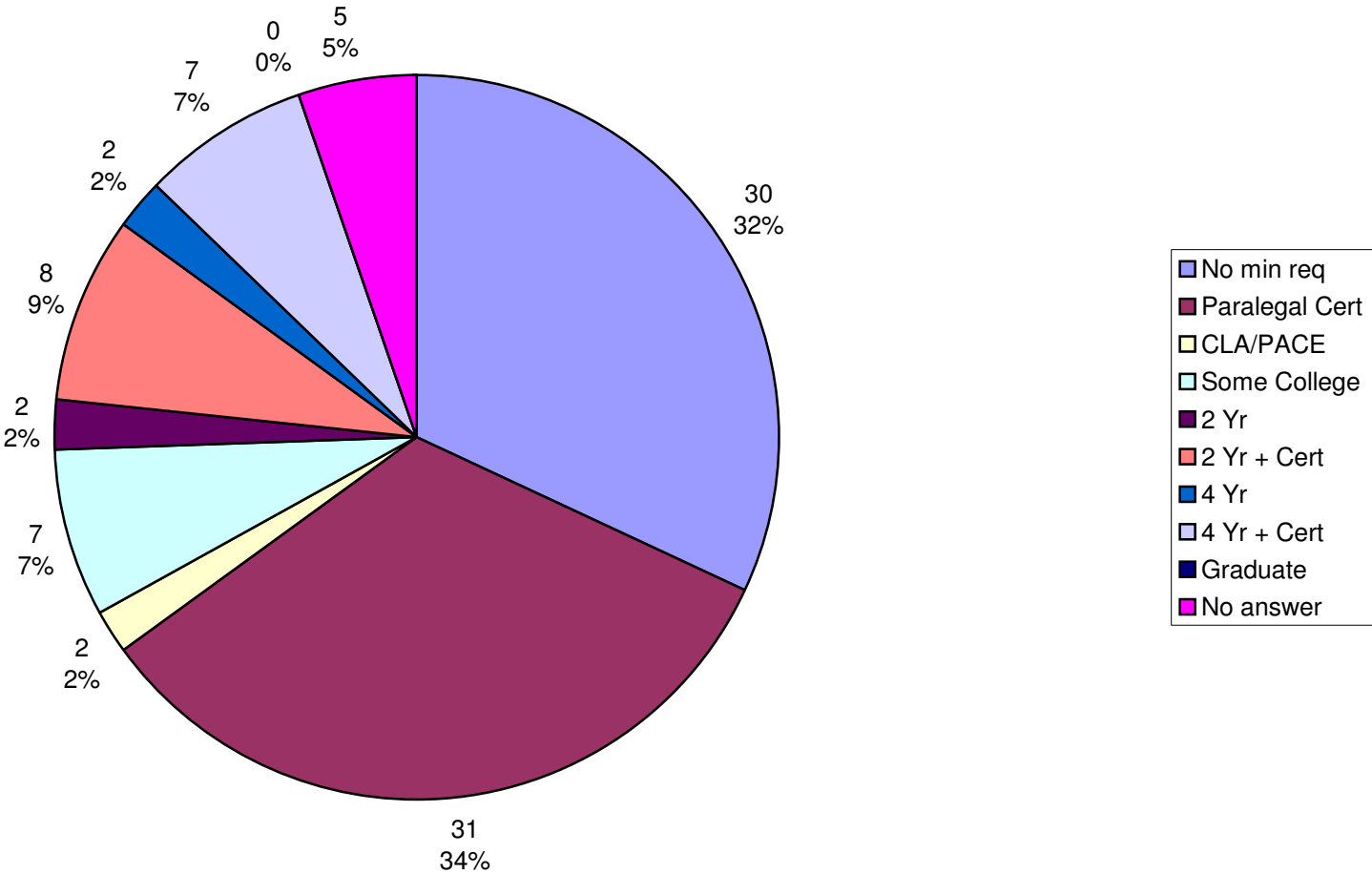
10 - Time as Paralegal



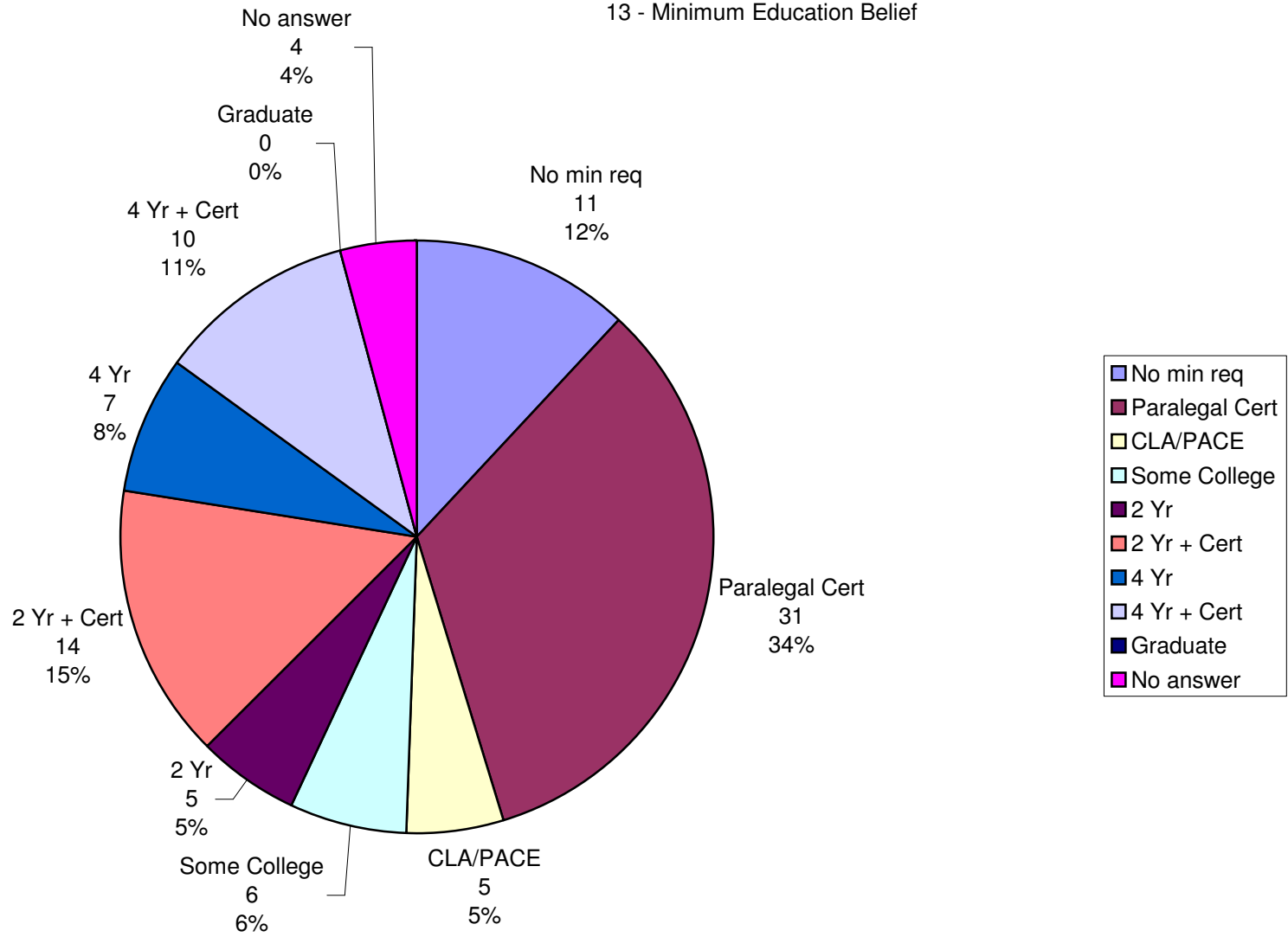
11 - How Long Paralegal Employed



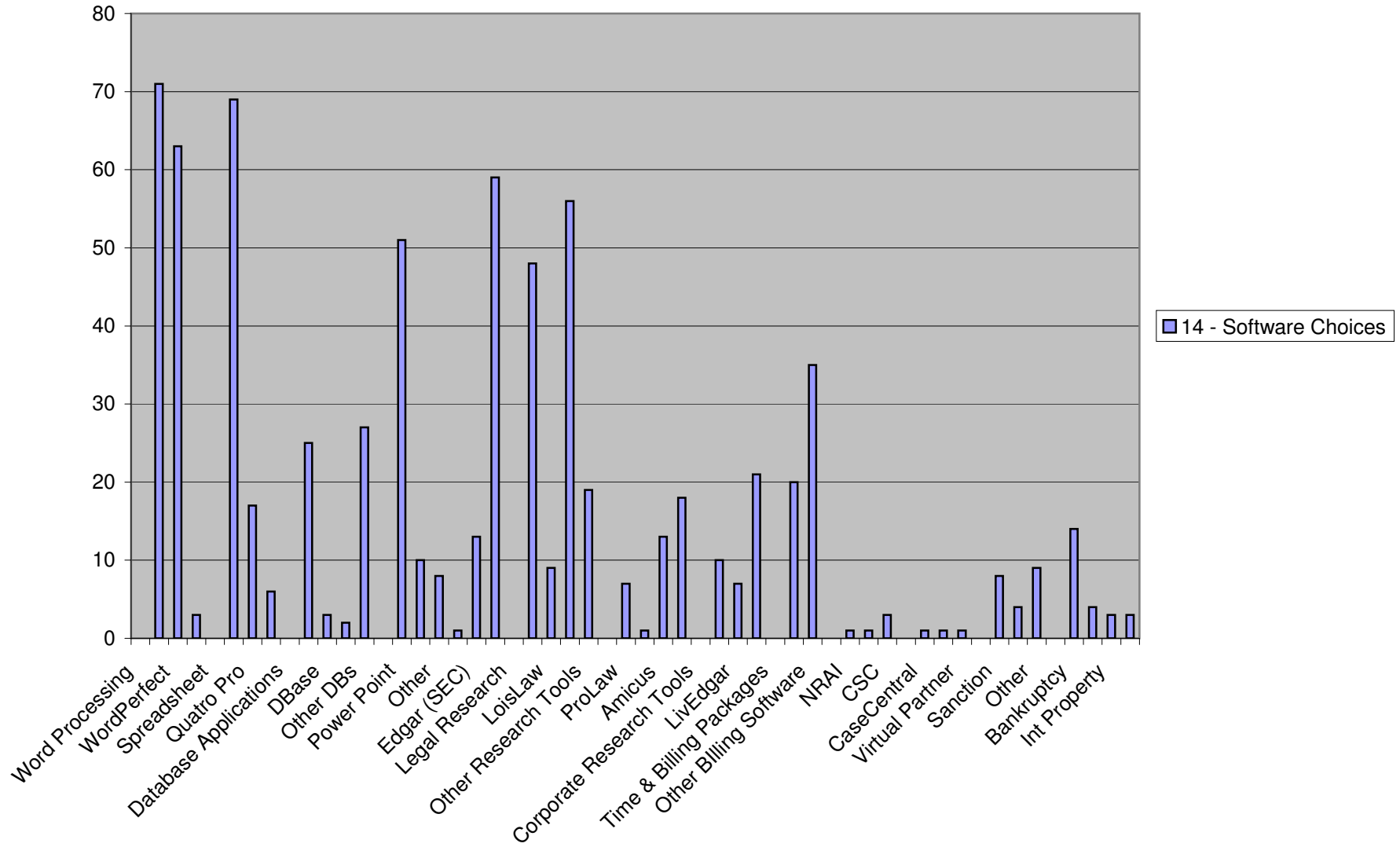
12 - Minimum Education Required



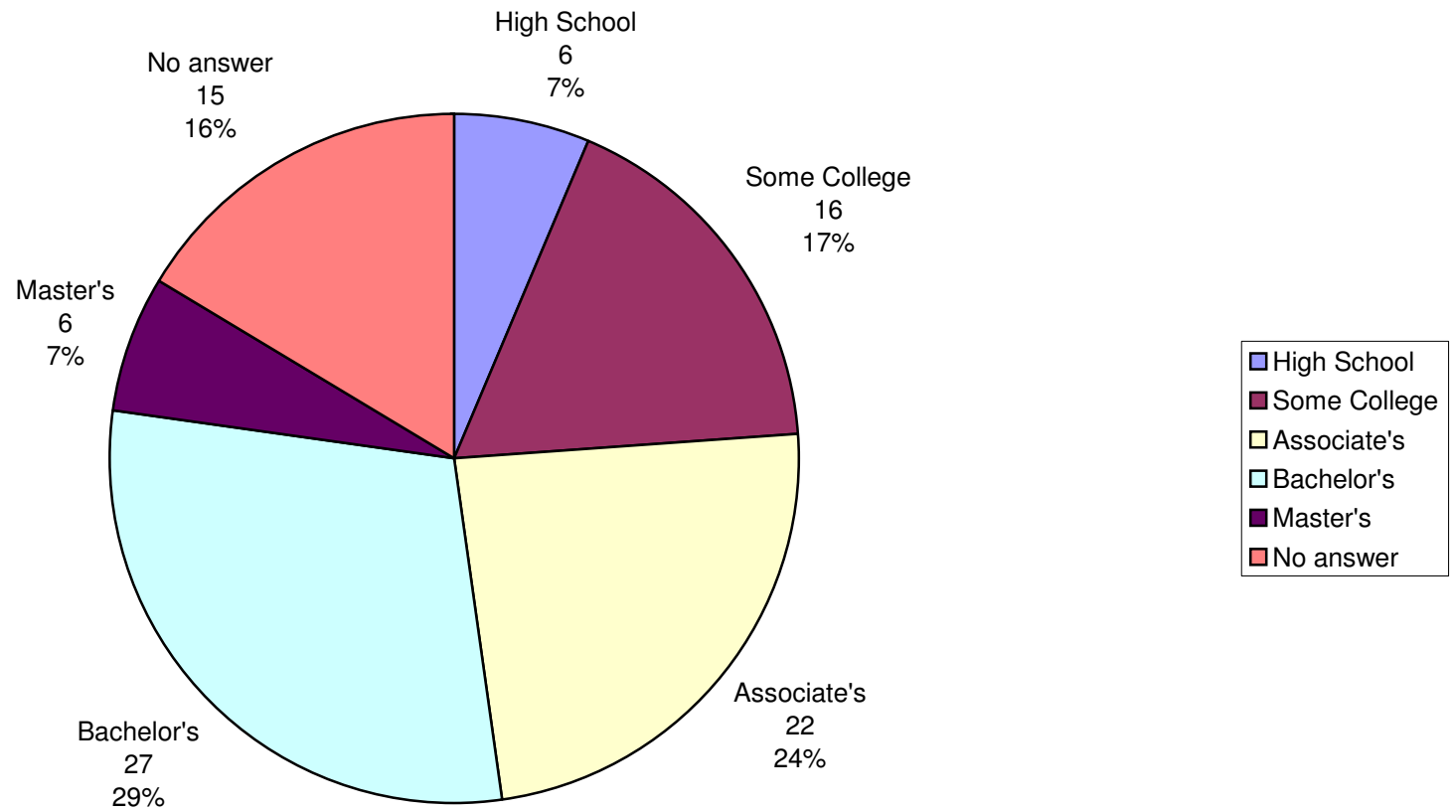
13 - Minimum Education Belief



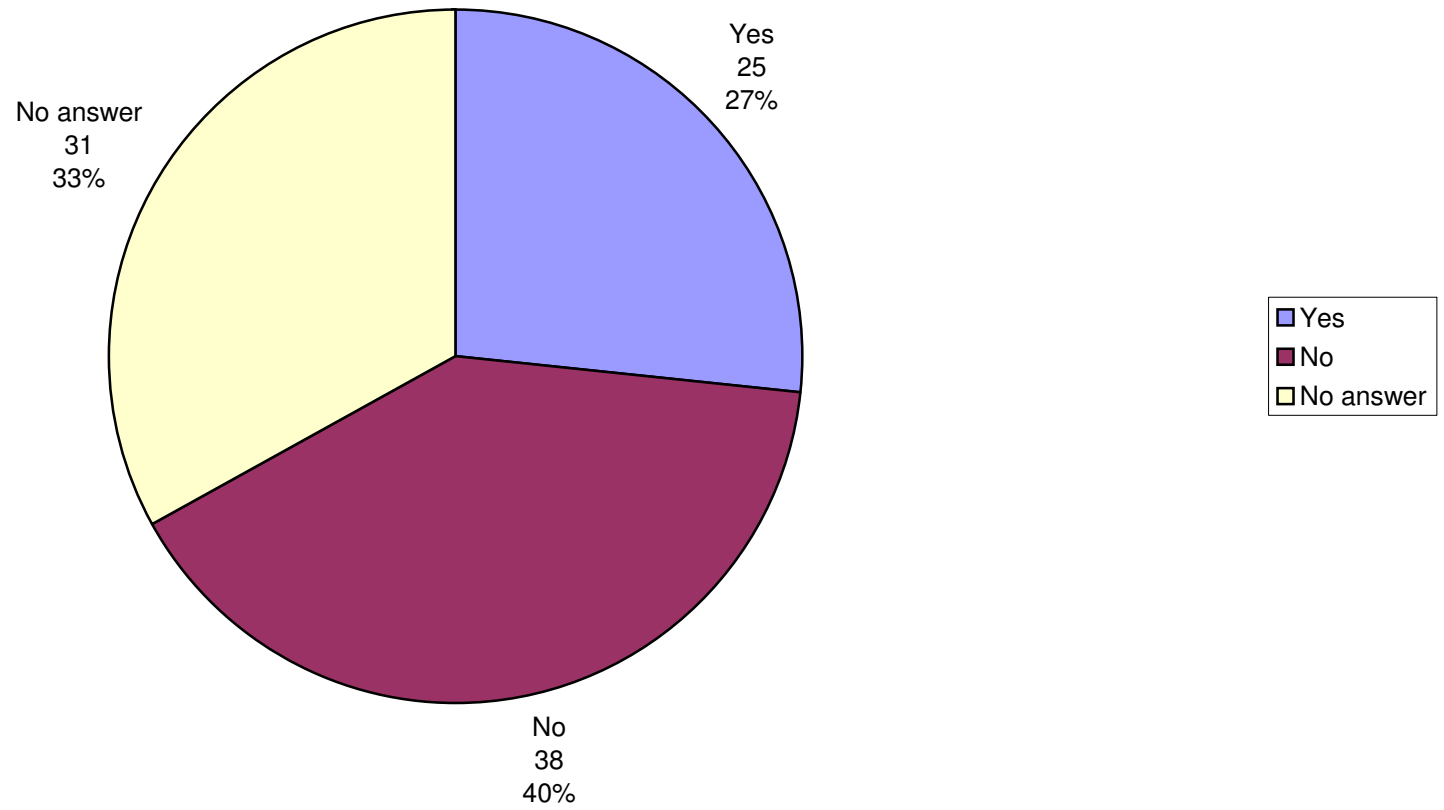
14 - Software Choices



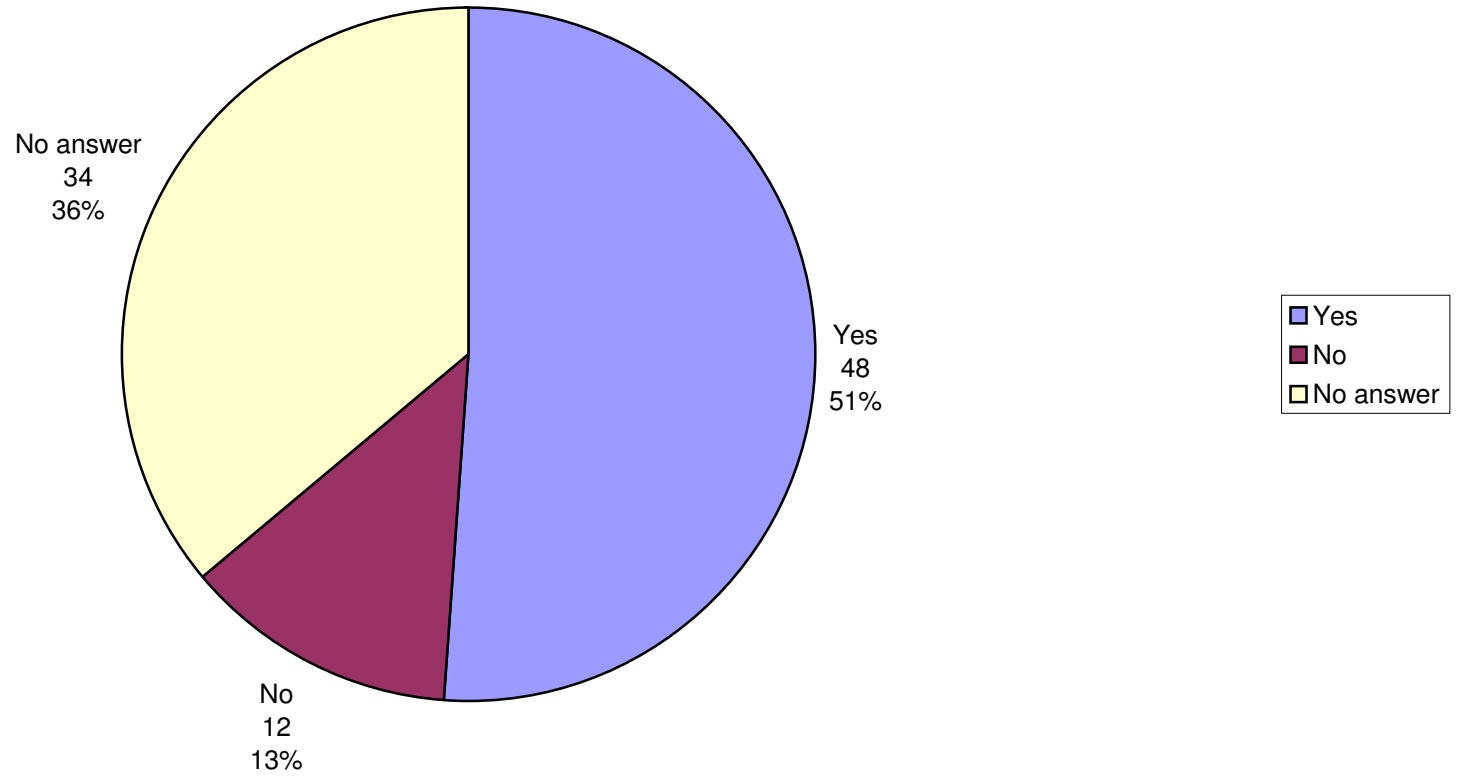
15 - Education Level



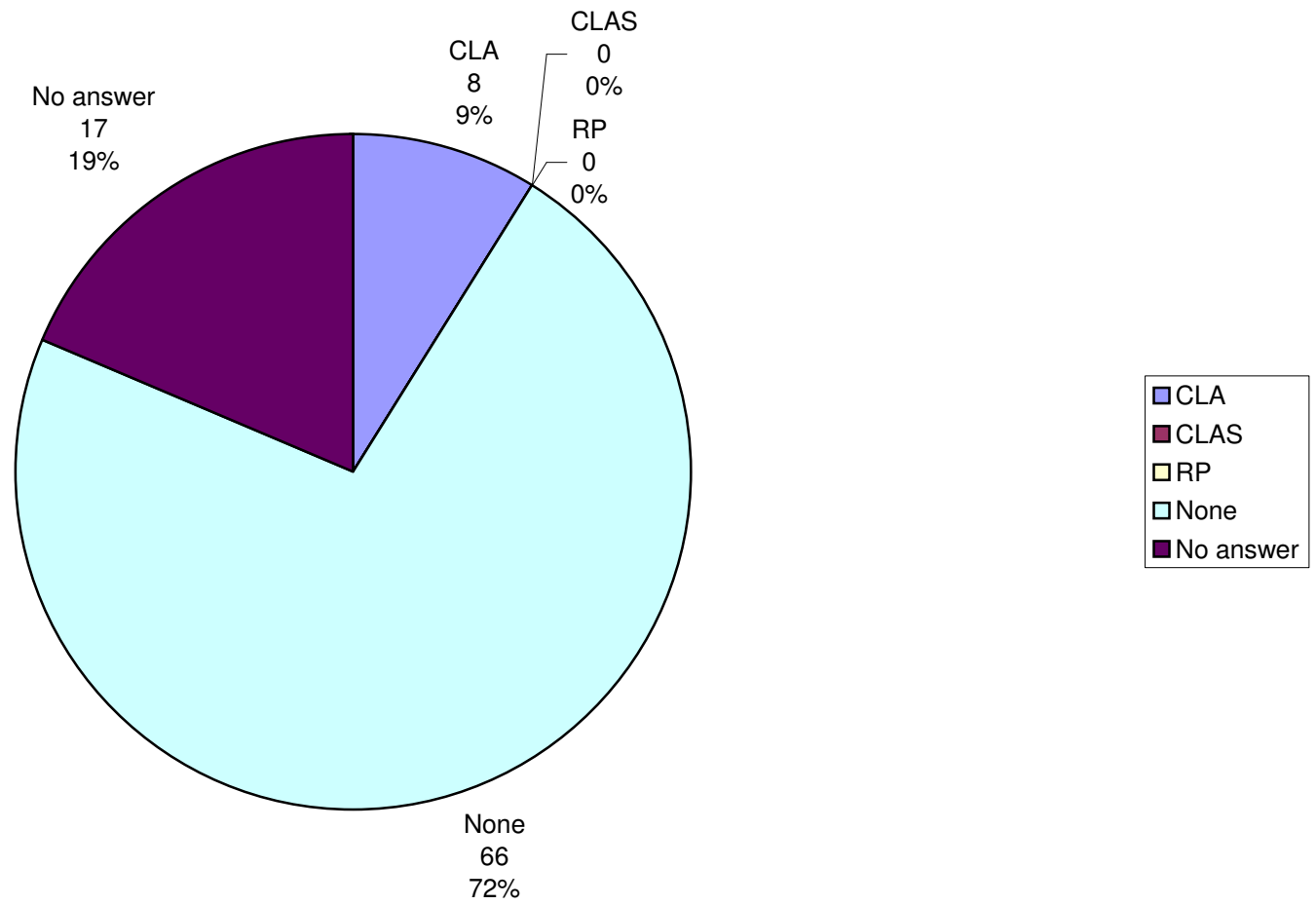
16 - Paralegal Degree Earned



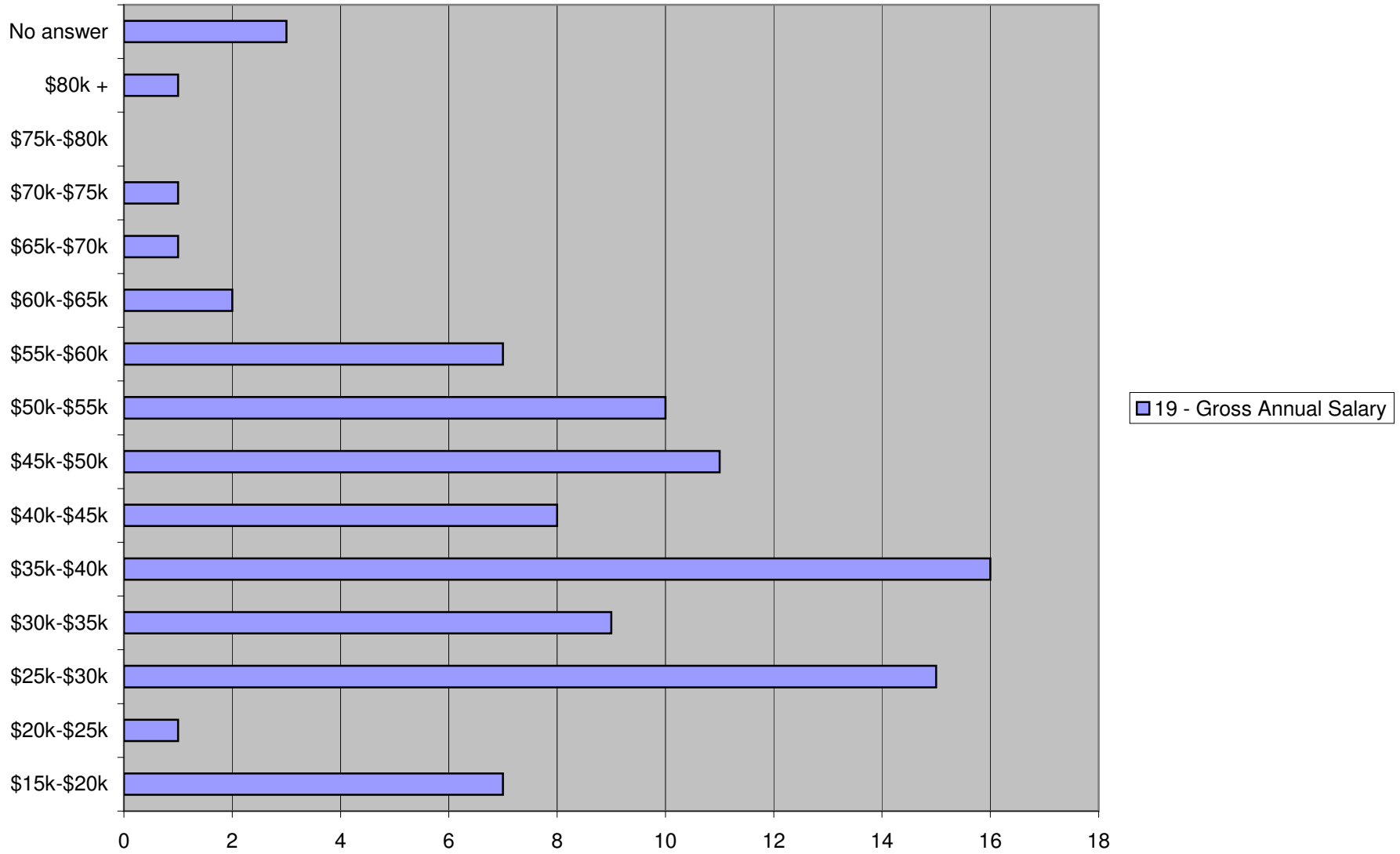
17 - Degree or Cert in Paralegal Studies



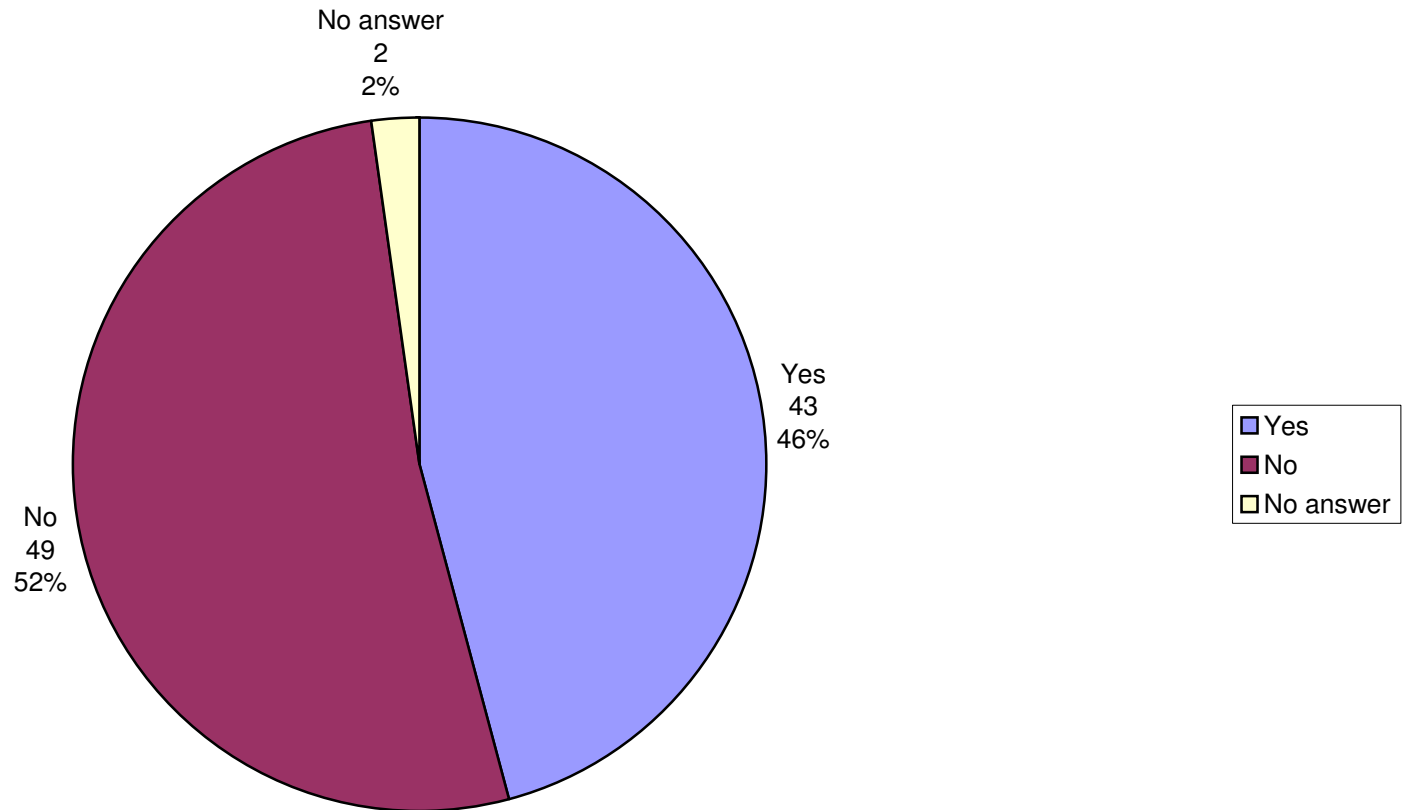
18 - Completed Certifications



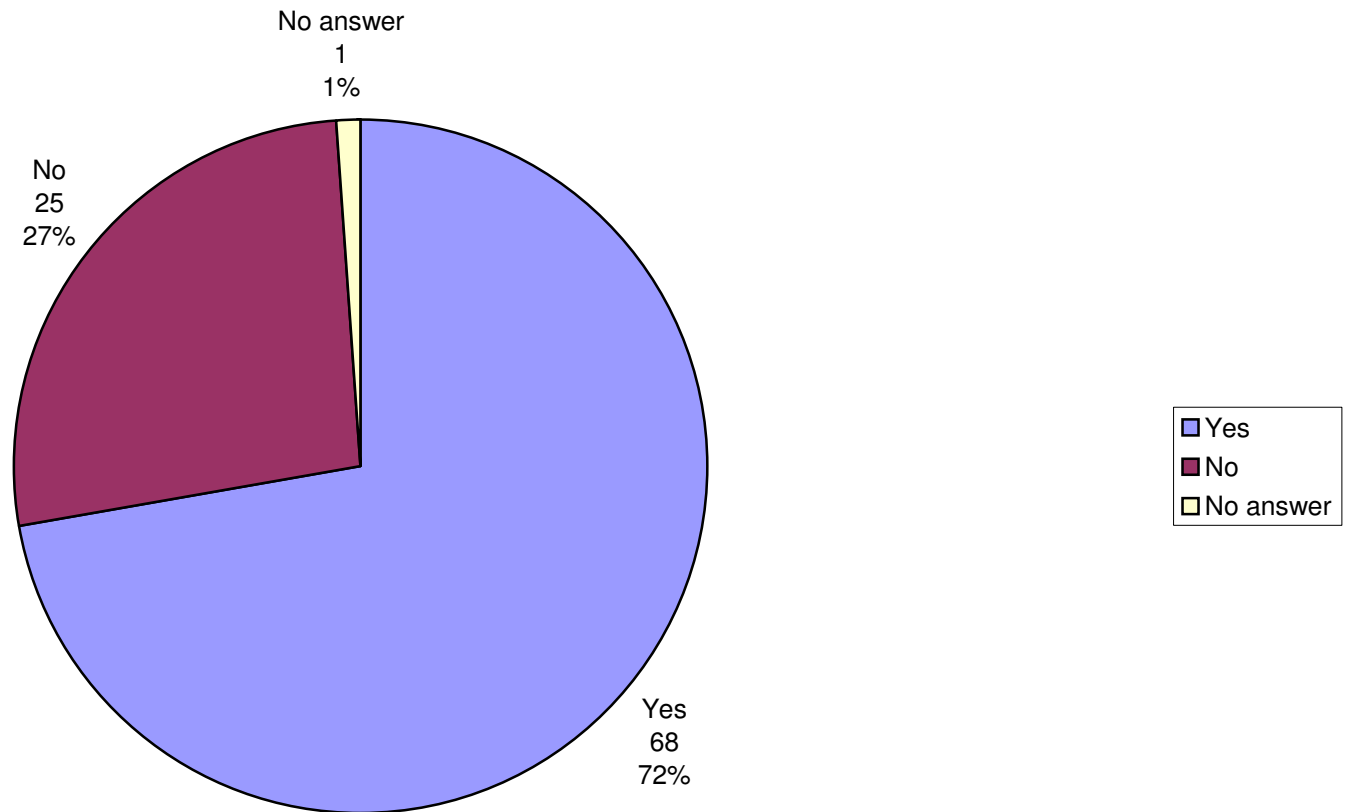
19 - Gross Annual Salary



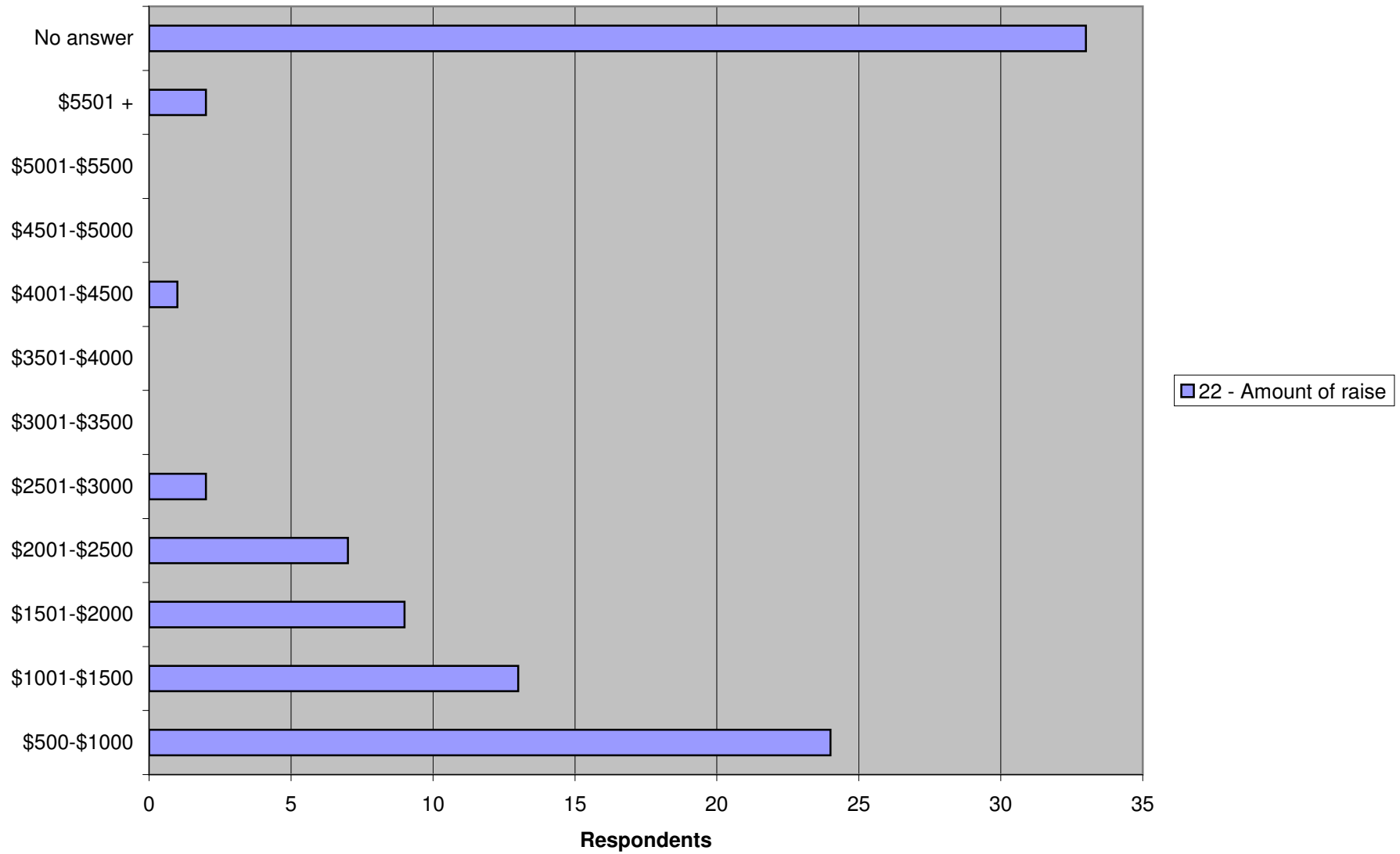
20 - Bonus Structure



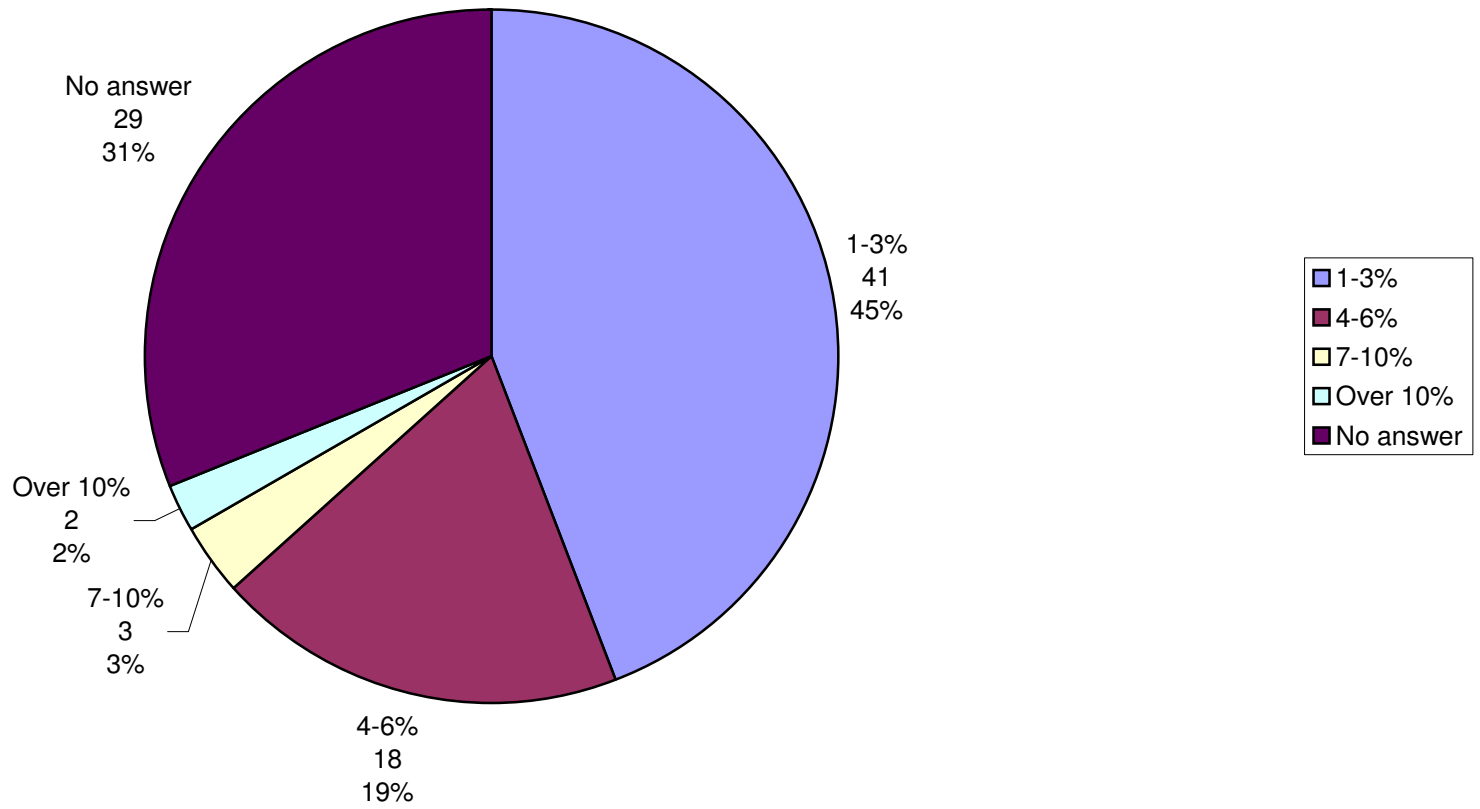
21 - Raise in Last 12 Months



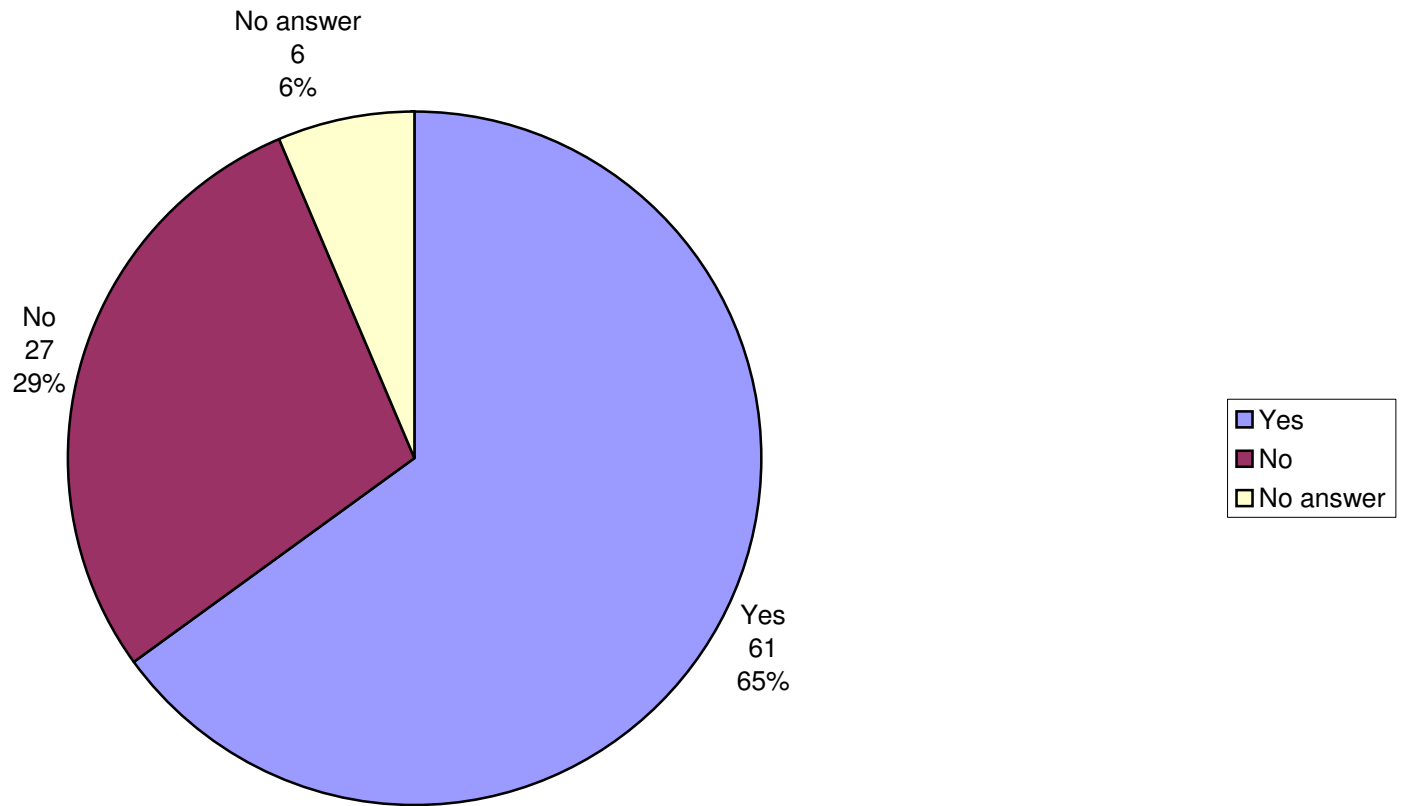
22 - Amount of raise



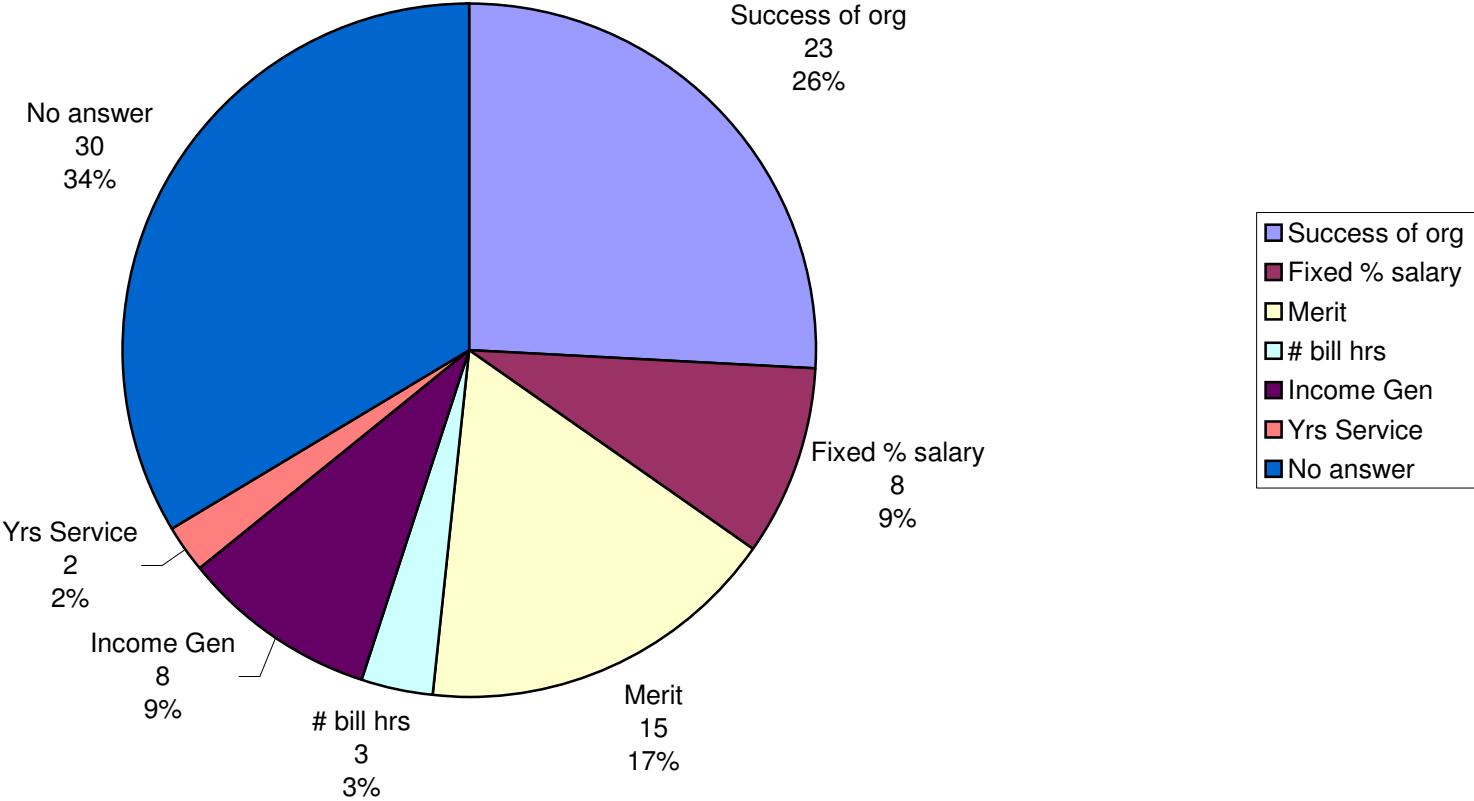
23 - Percent of Raise



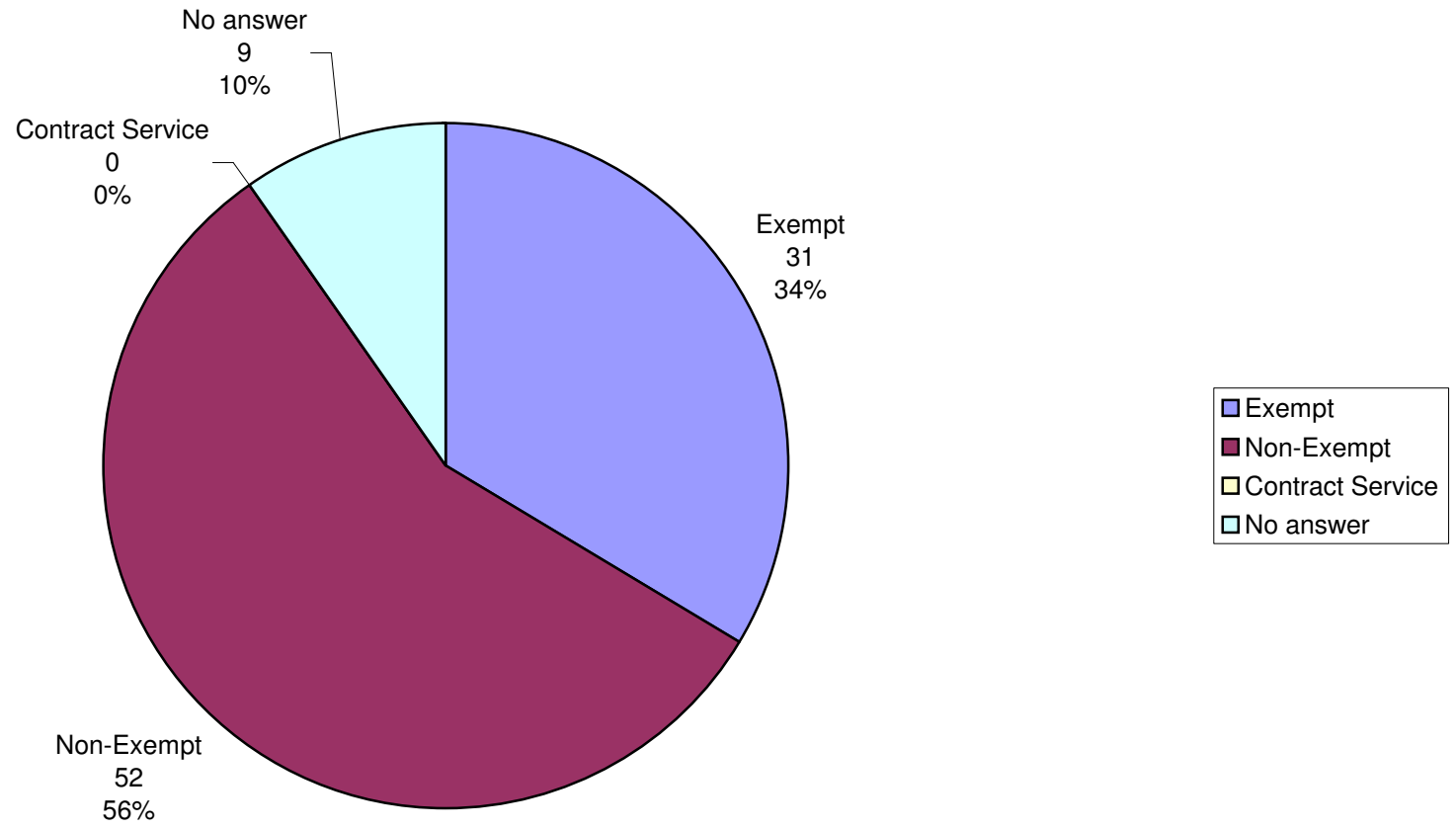
24 - Bonus in last 12 months



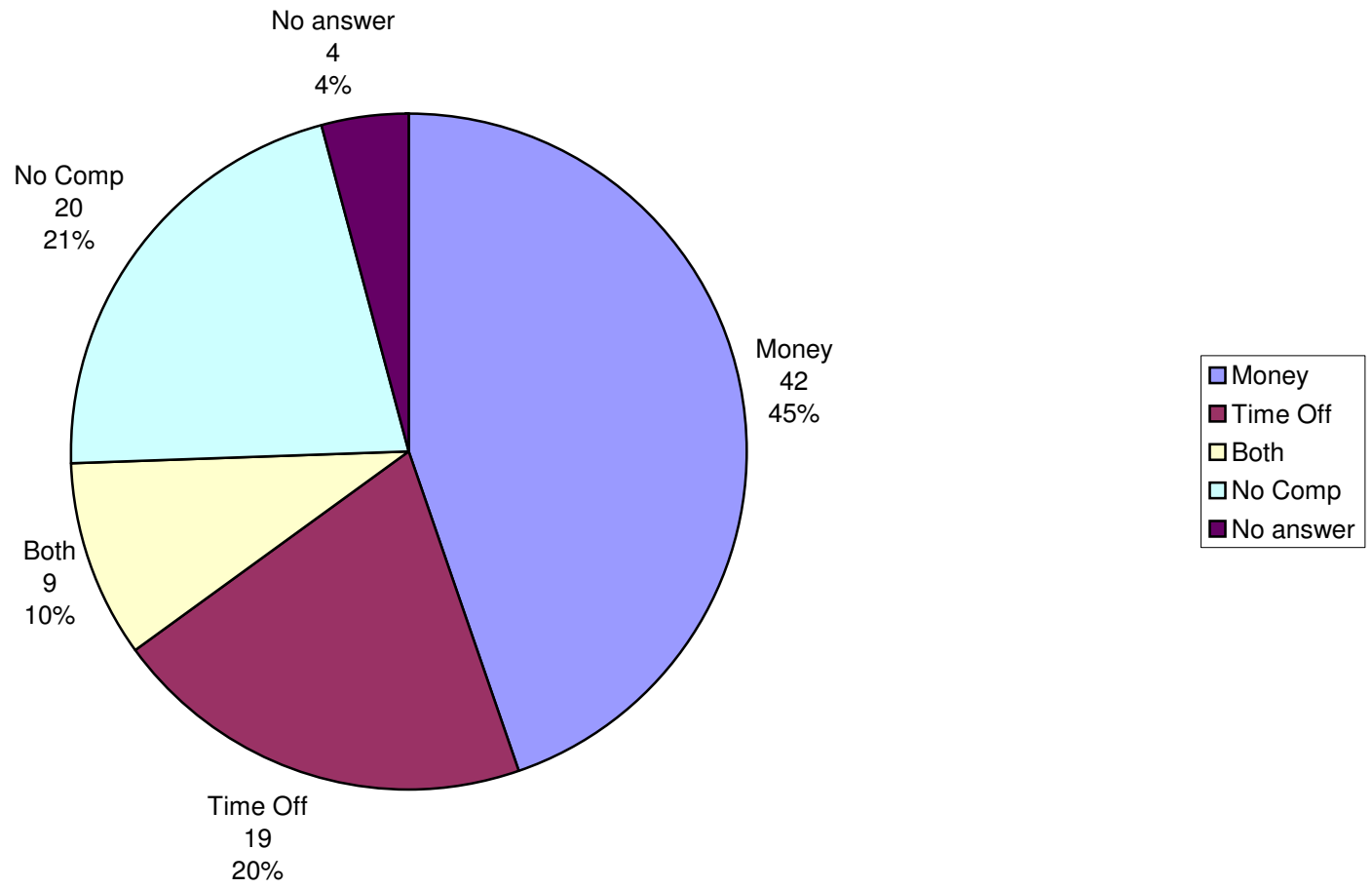
25 - How is Bonus Determined

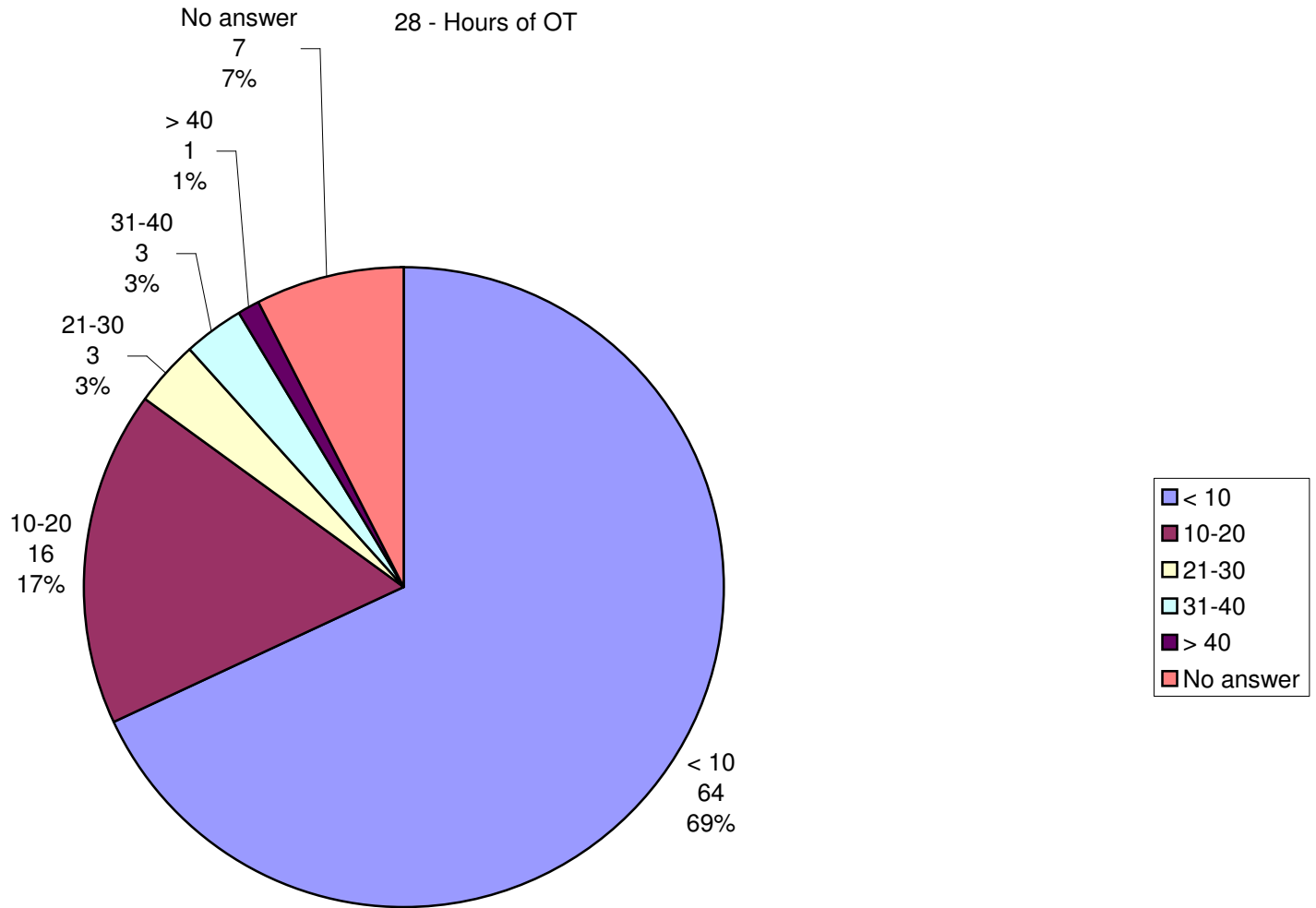


26 - Is Position Exempt

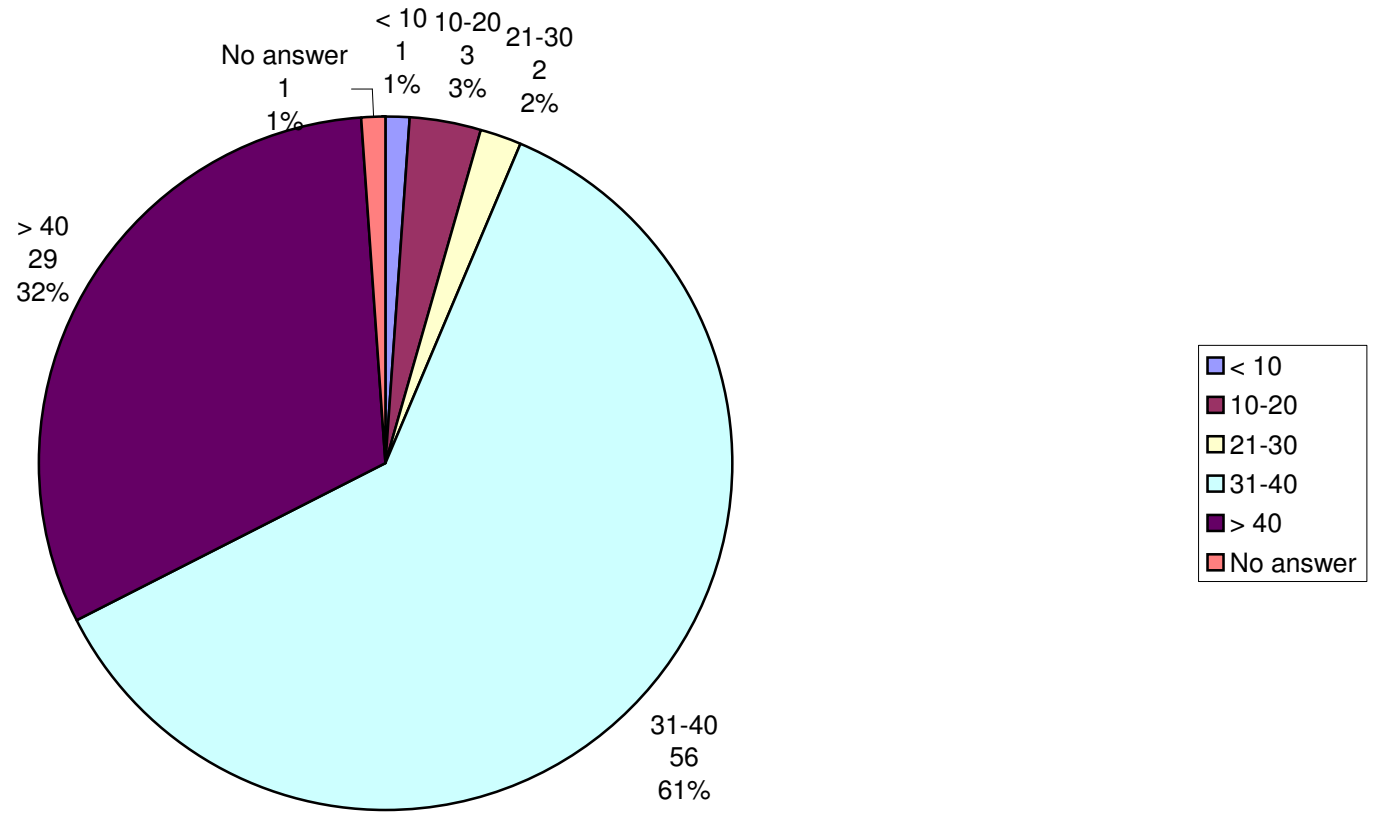


27 - Overtime Compensation

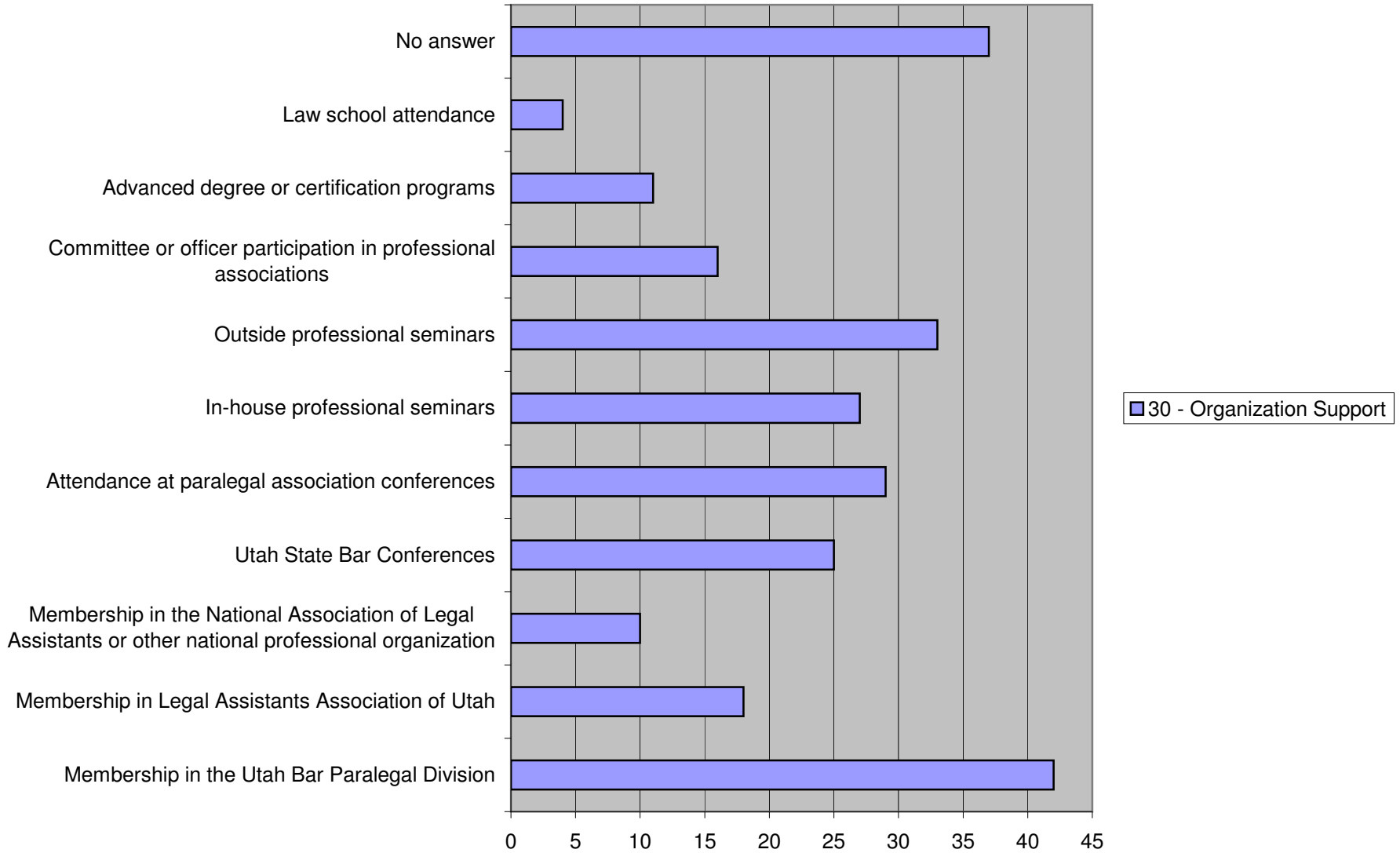




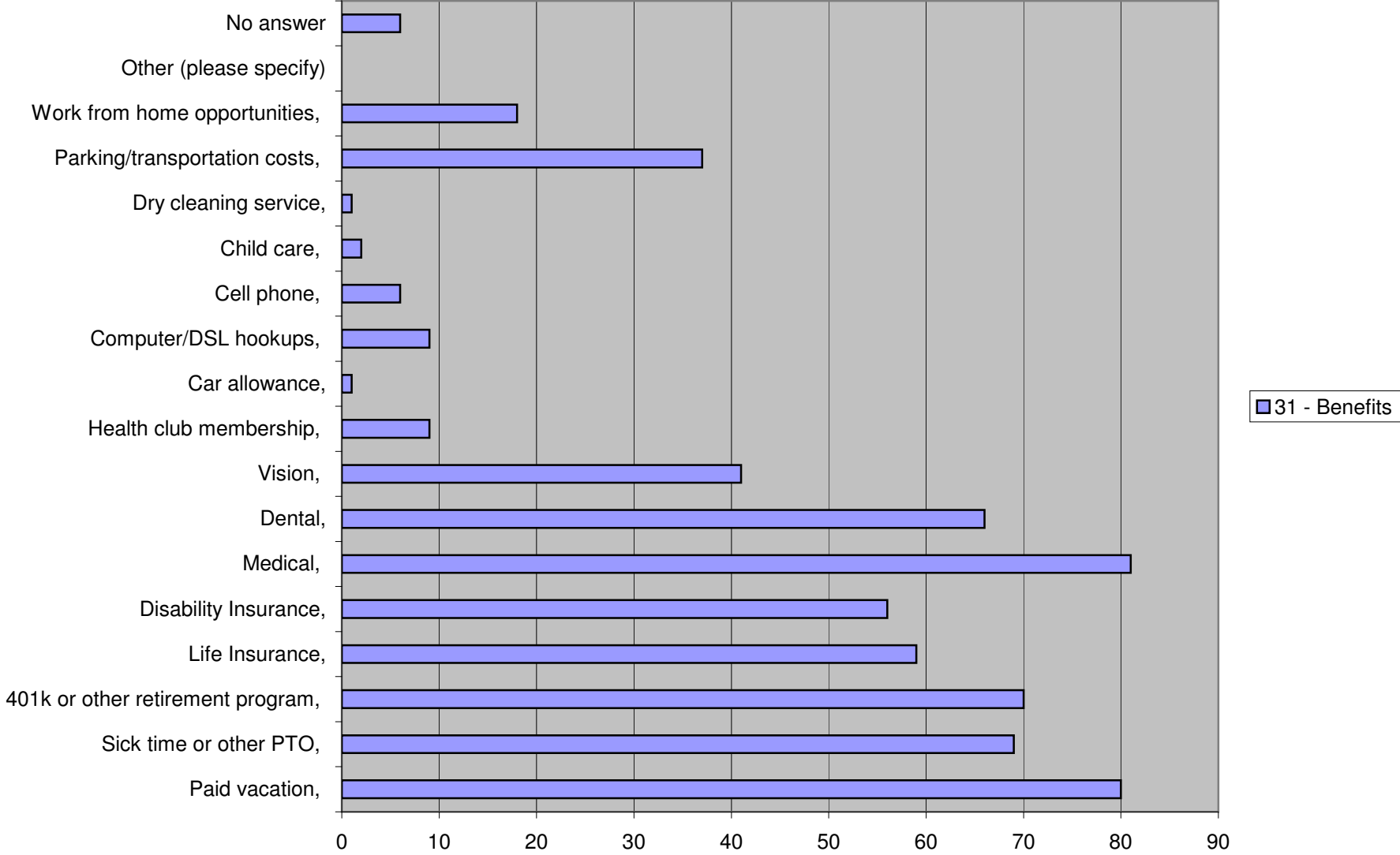
29 - Avg Work Week



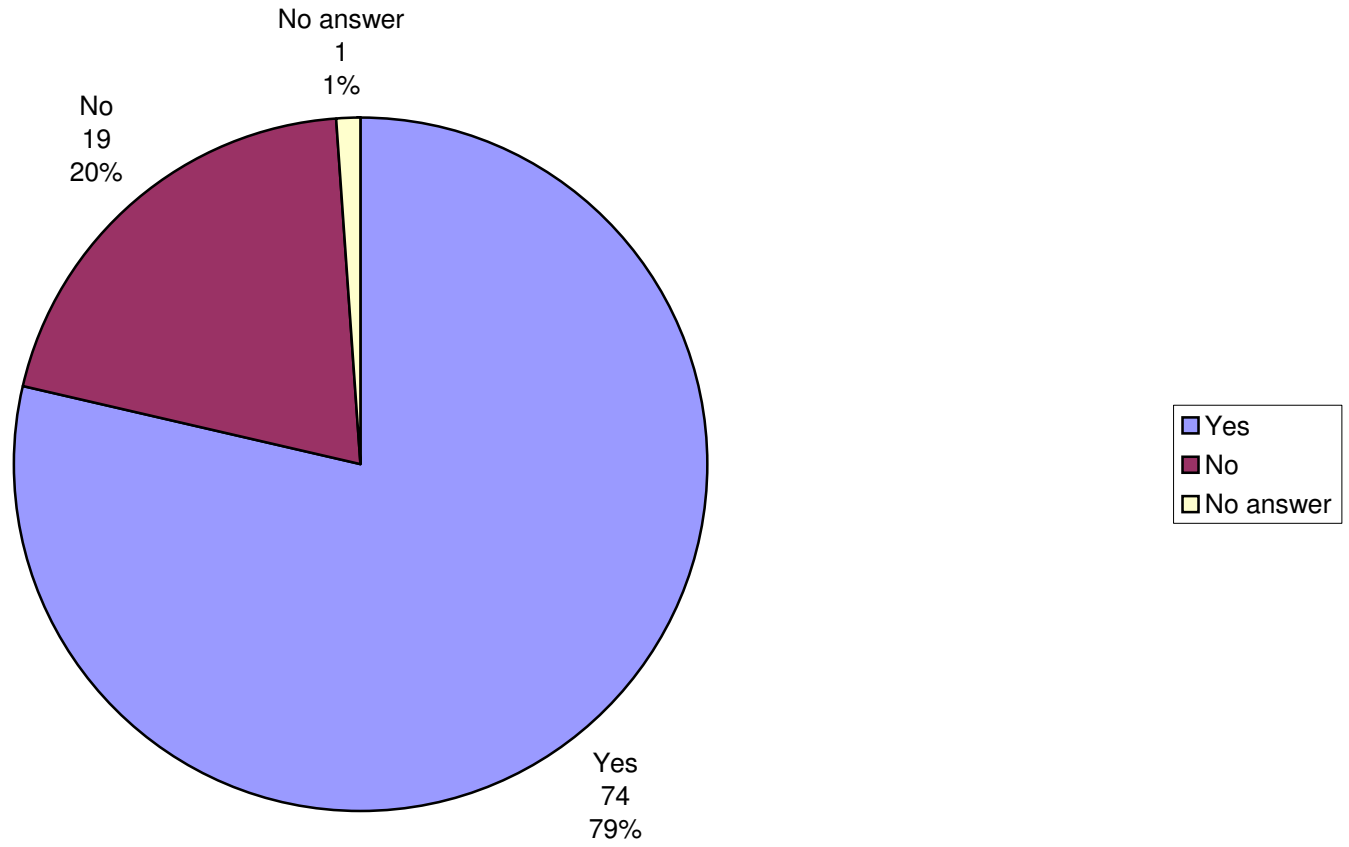
30 - Organization Support



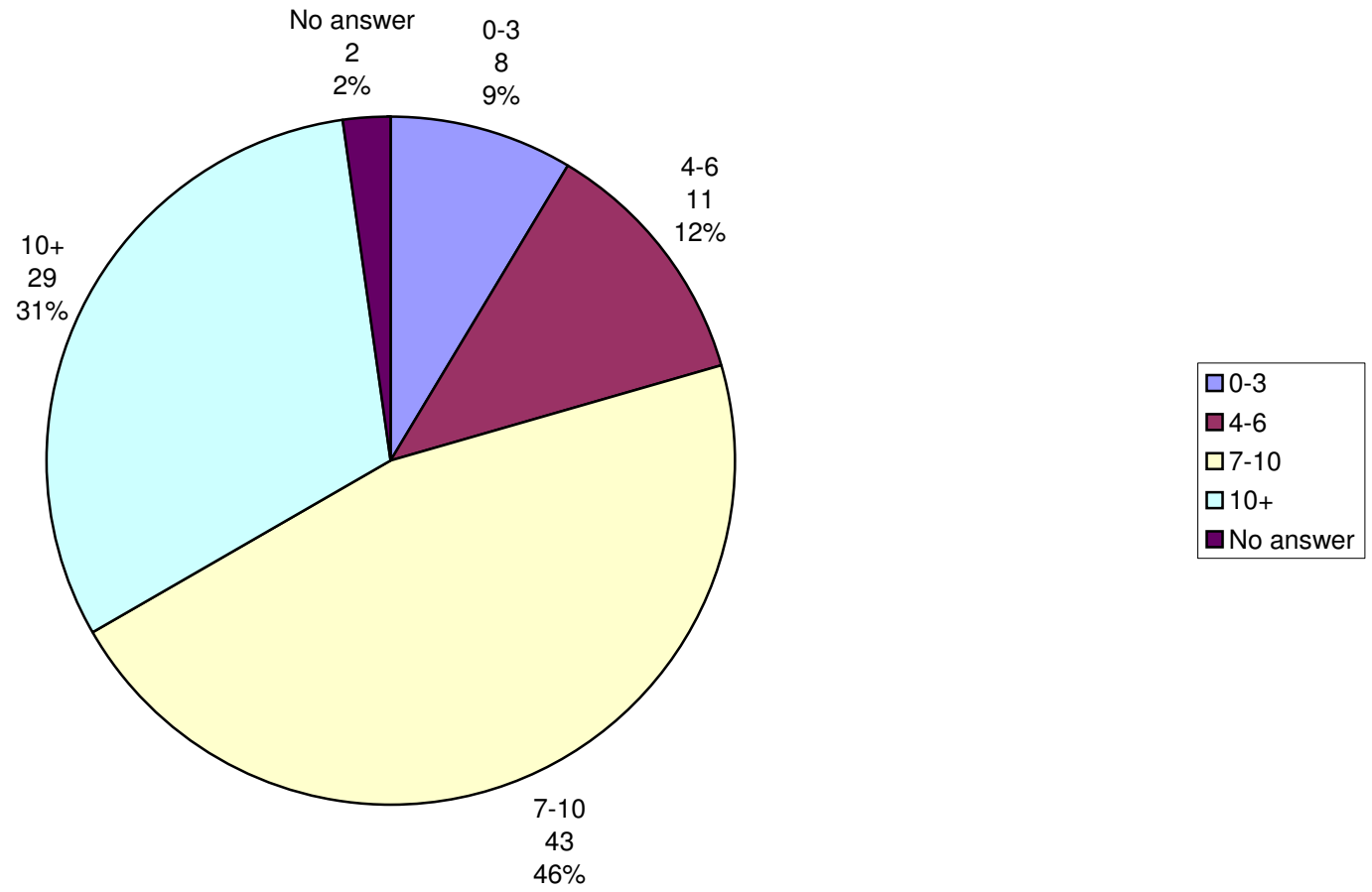
31 - Benefits



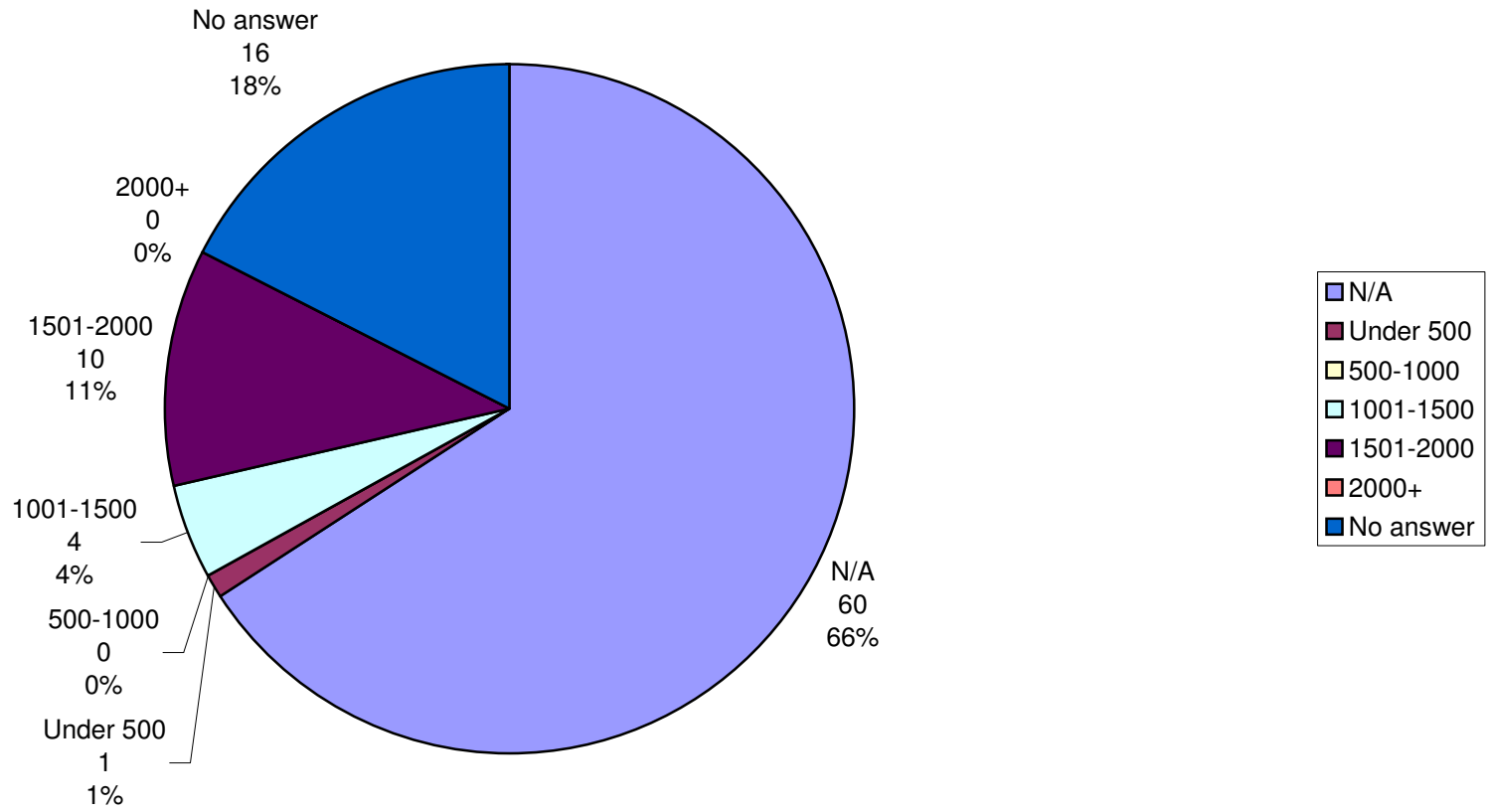
32 - Vacation vs Time In Service



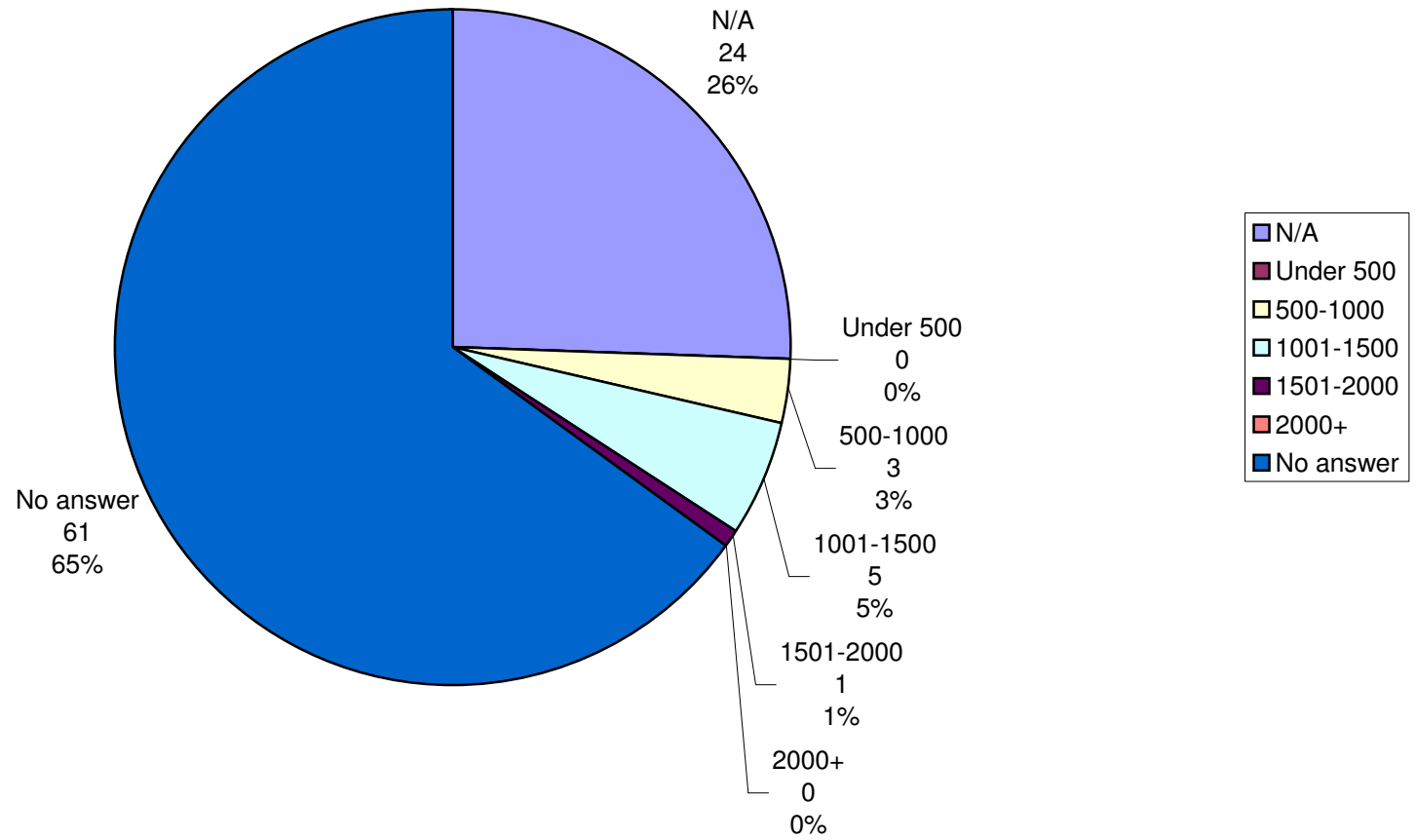
33 - No of Paid Holidays



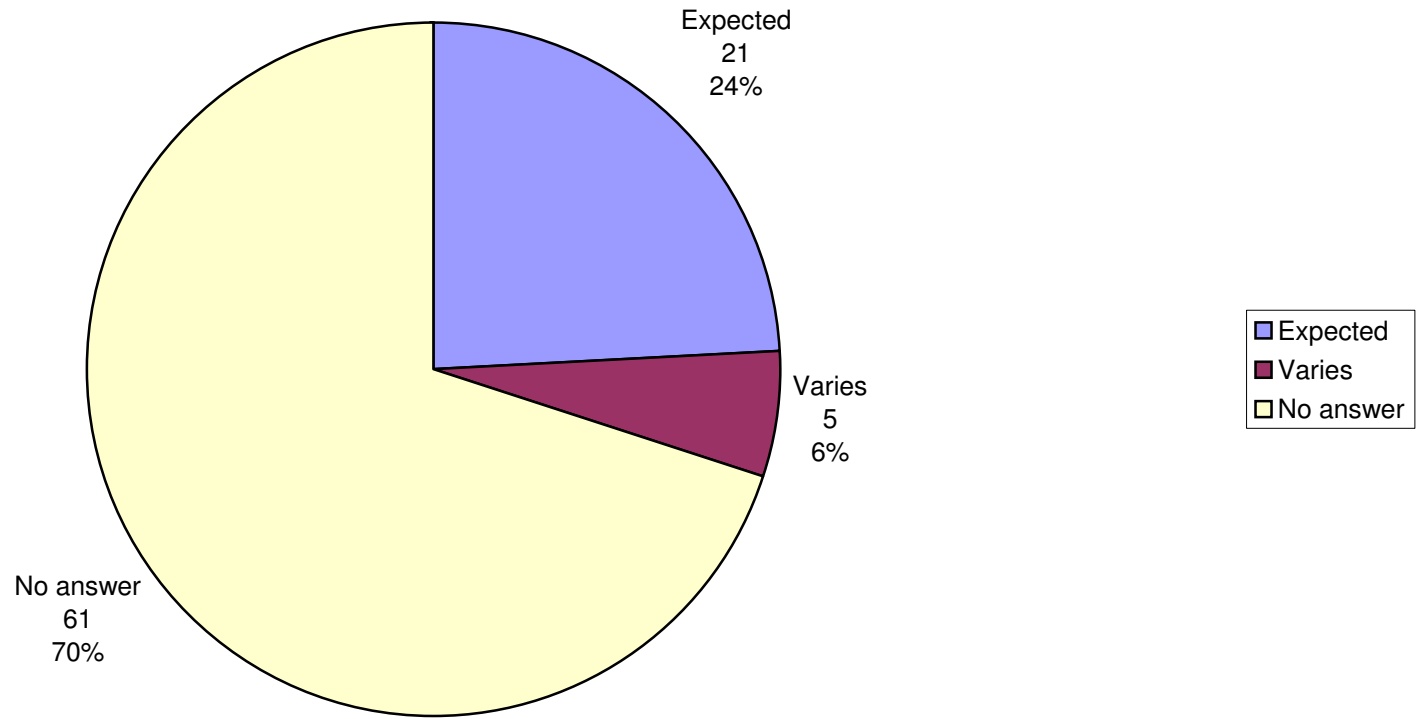
34 - Billable Hr Requirements



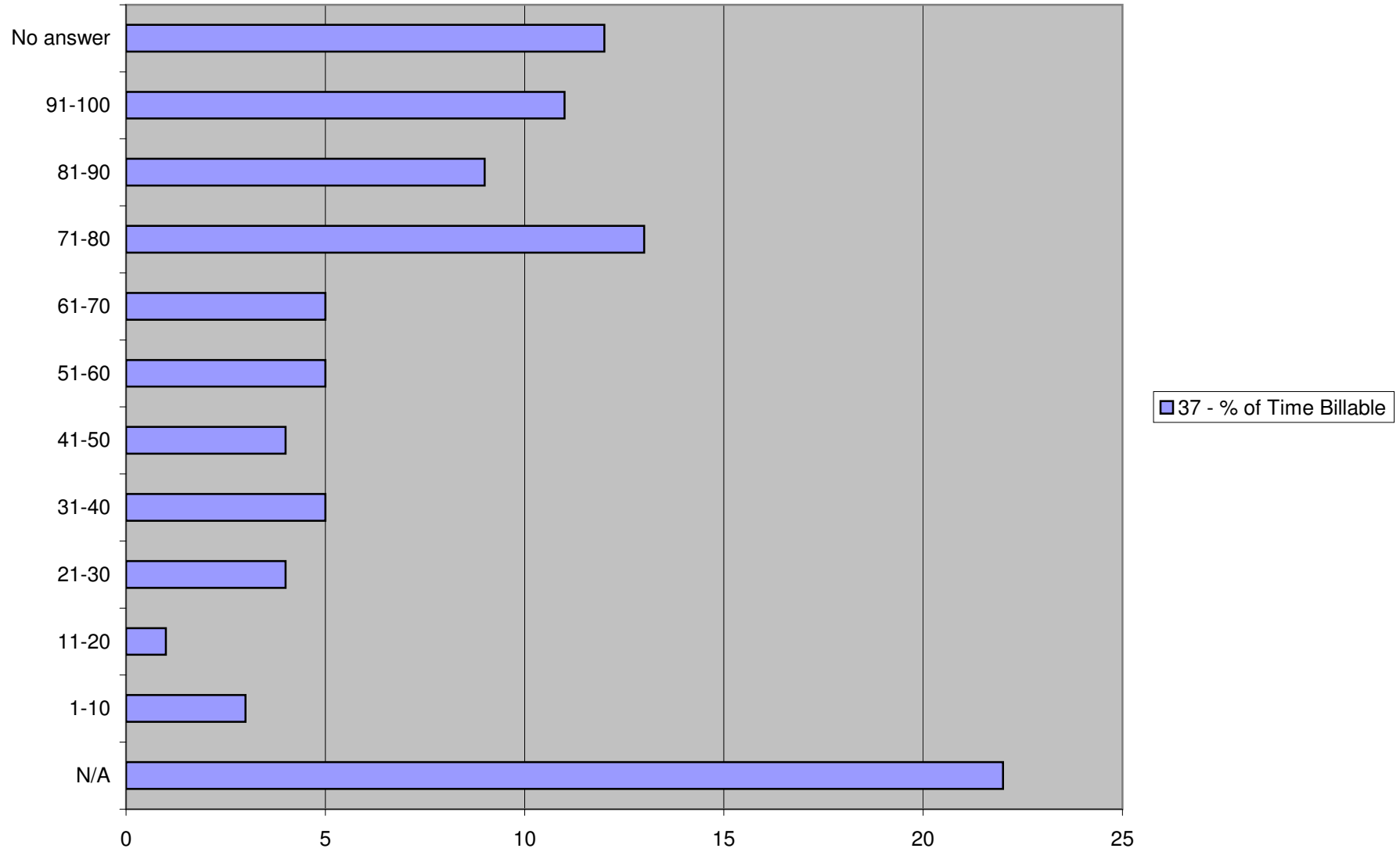
35 - Billable Hr Requirement for Paralegals



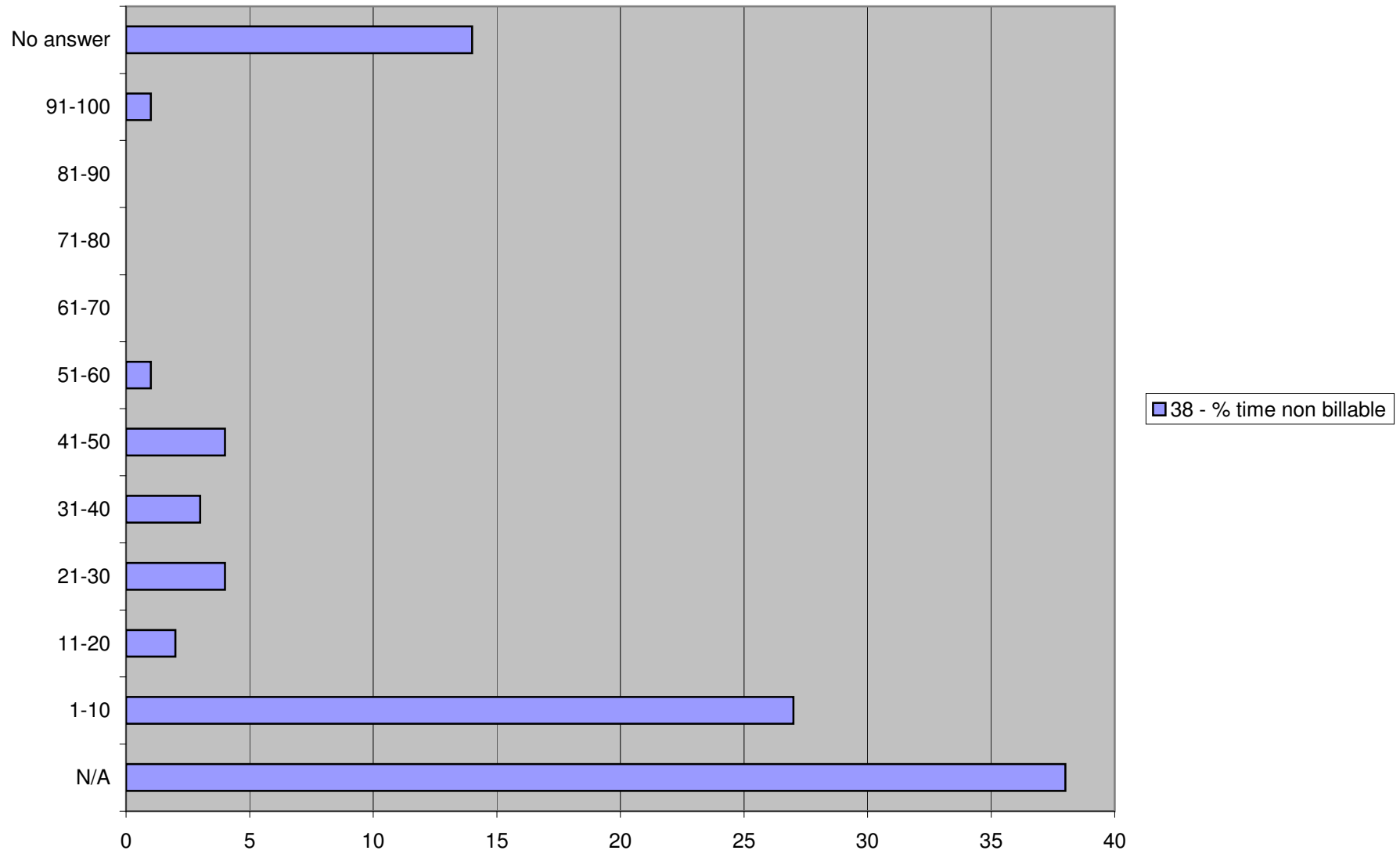
36 - Billing Requirement App



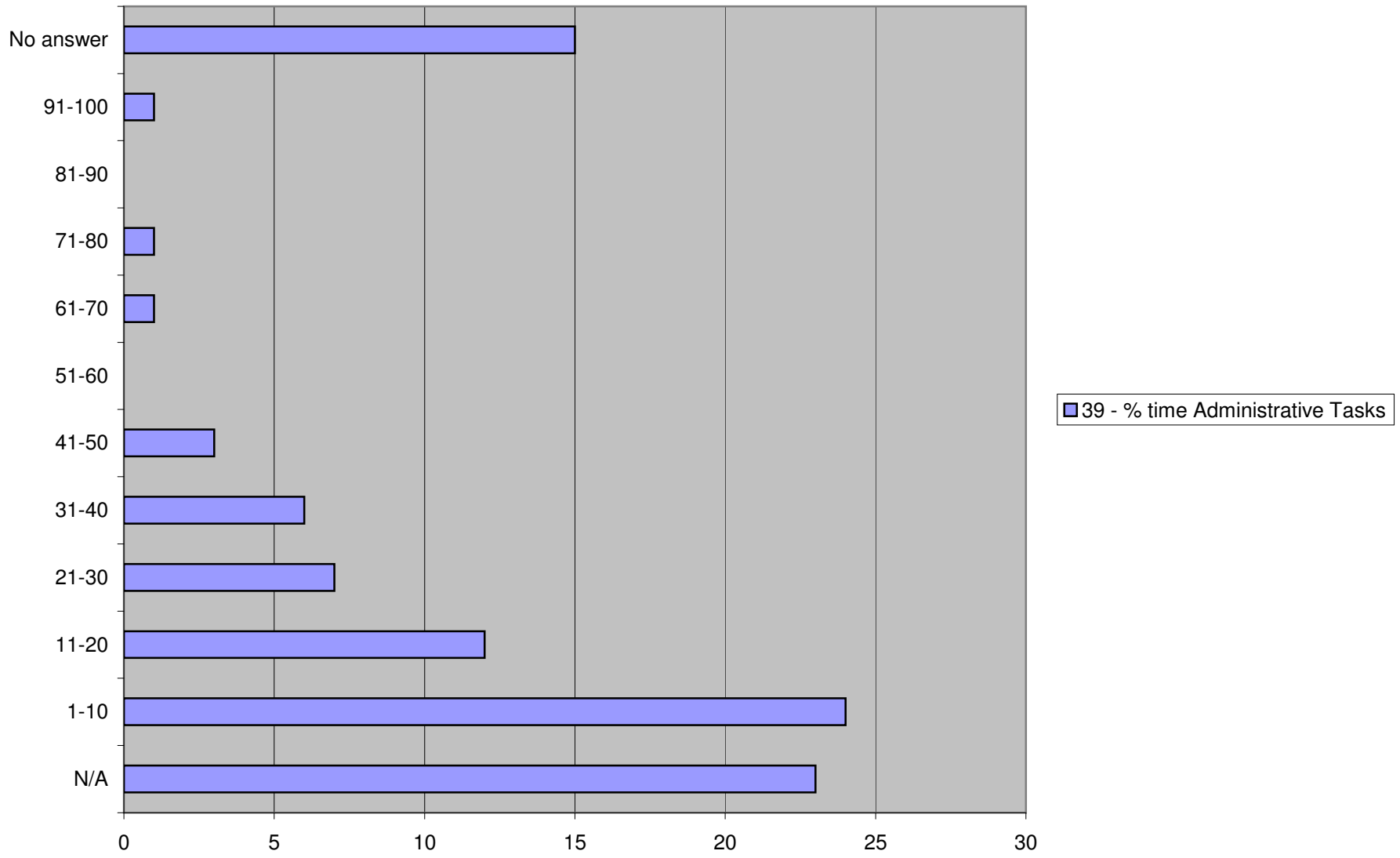
37 - % of Time Billable



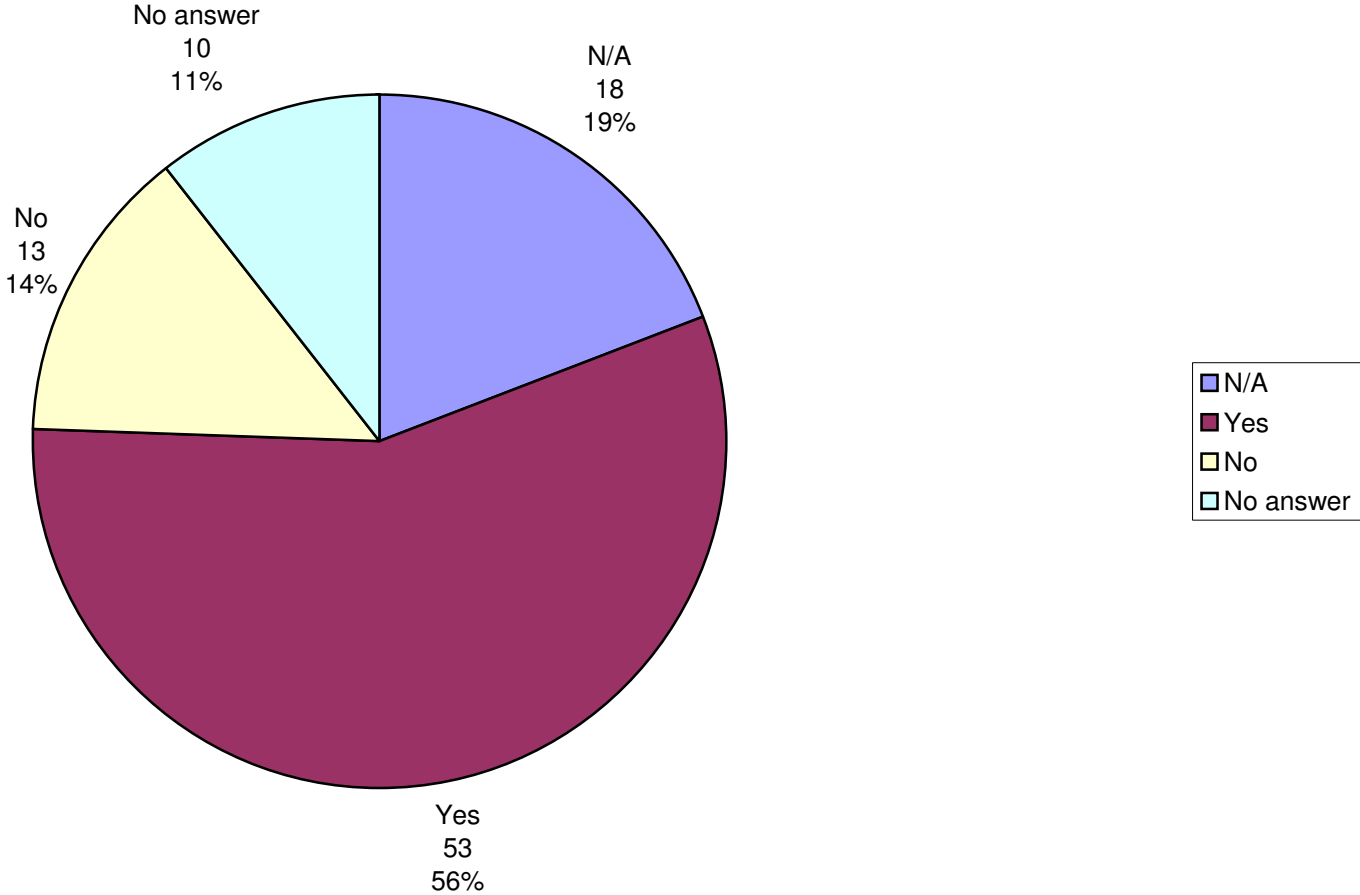
38 - % time non billable



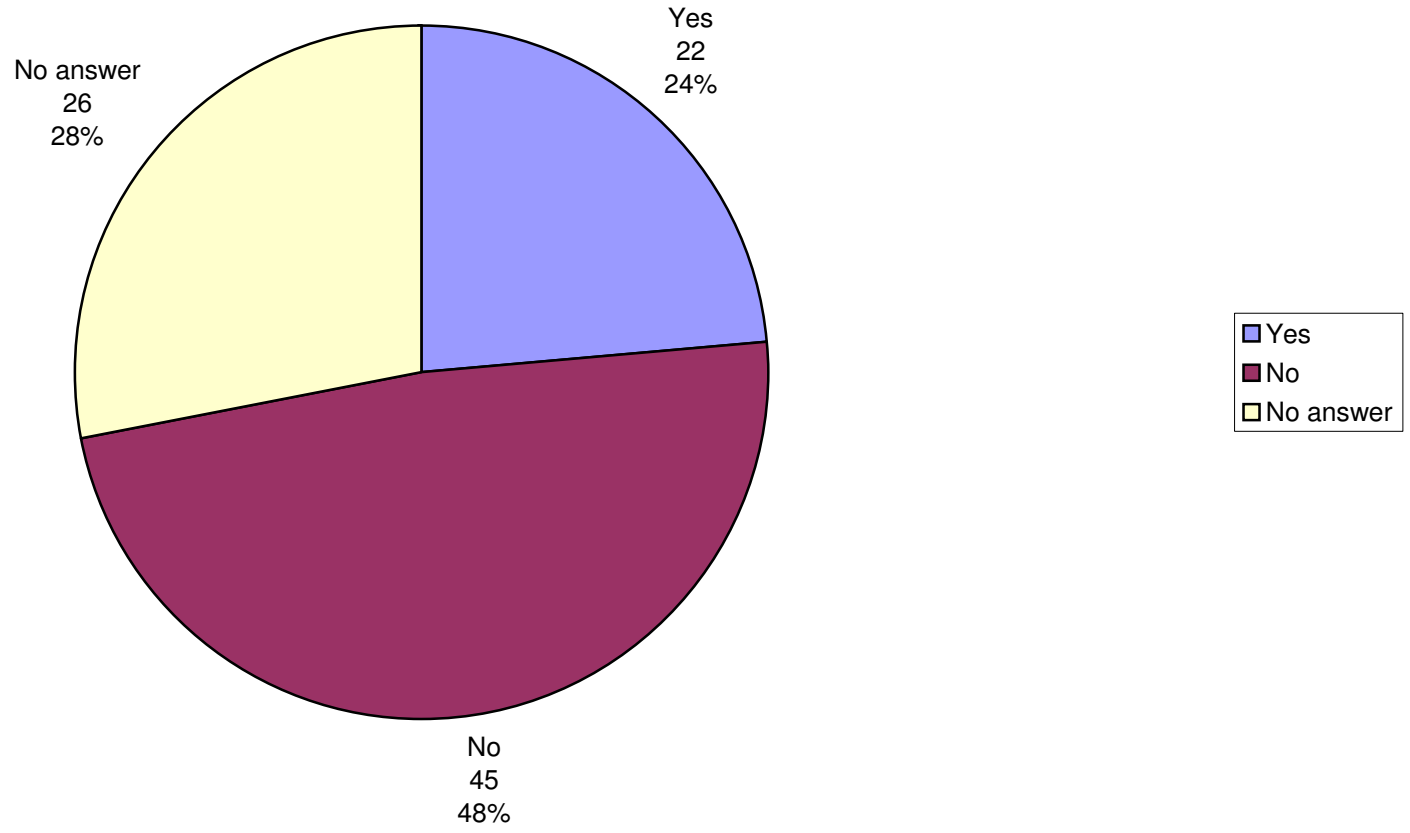
39 - % time Administrative Tasks



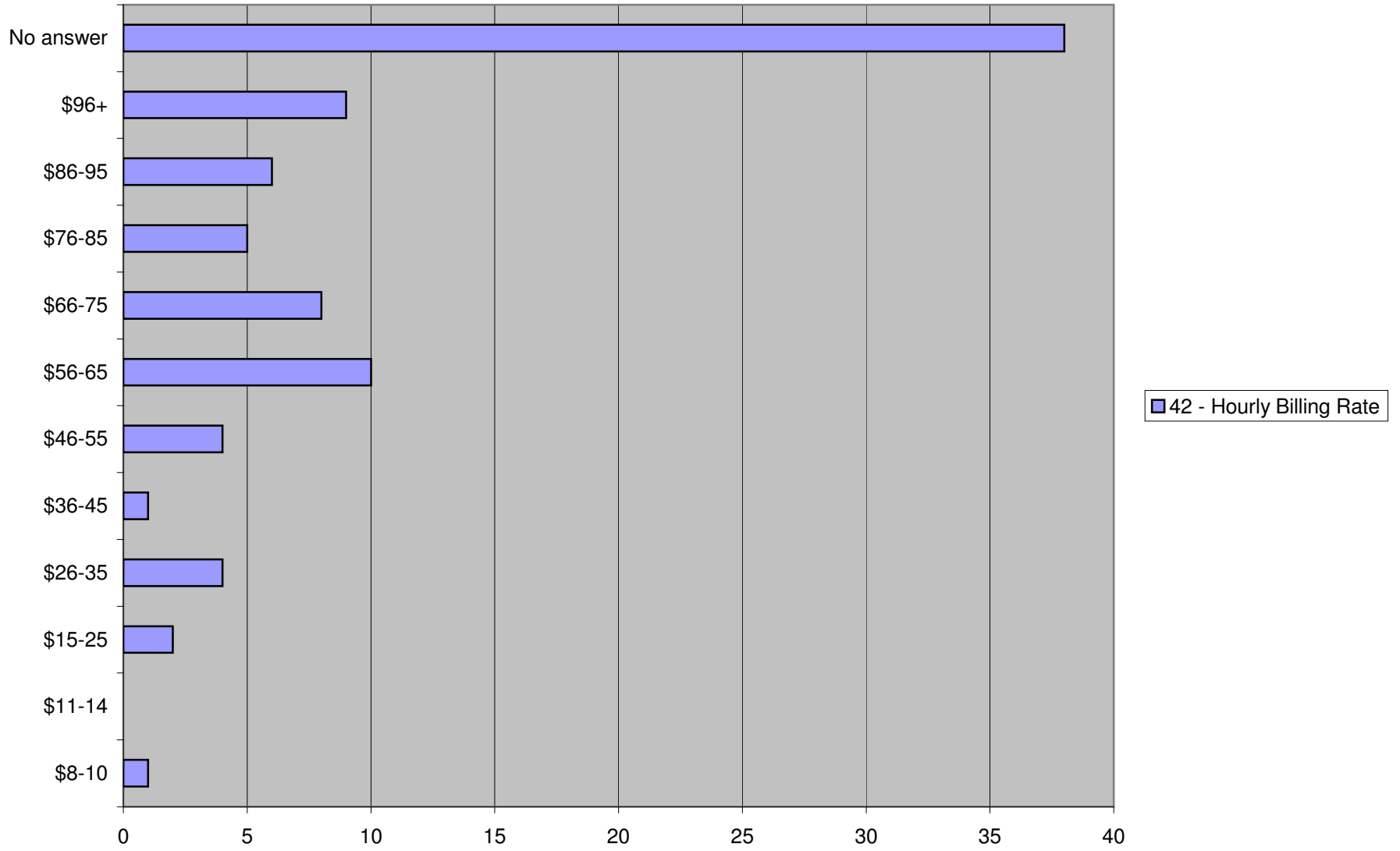
40 - Are Your Hrs Billed to Clients



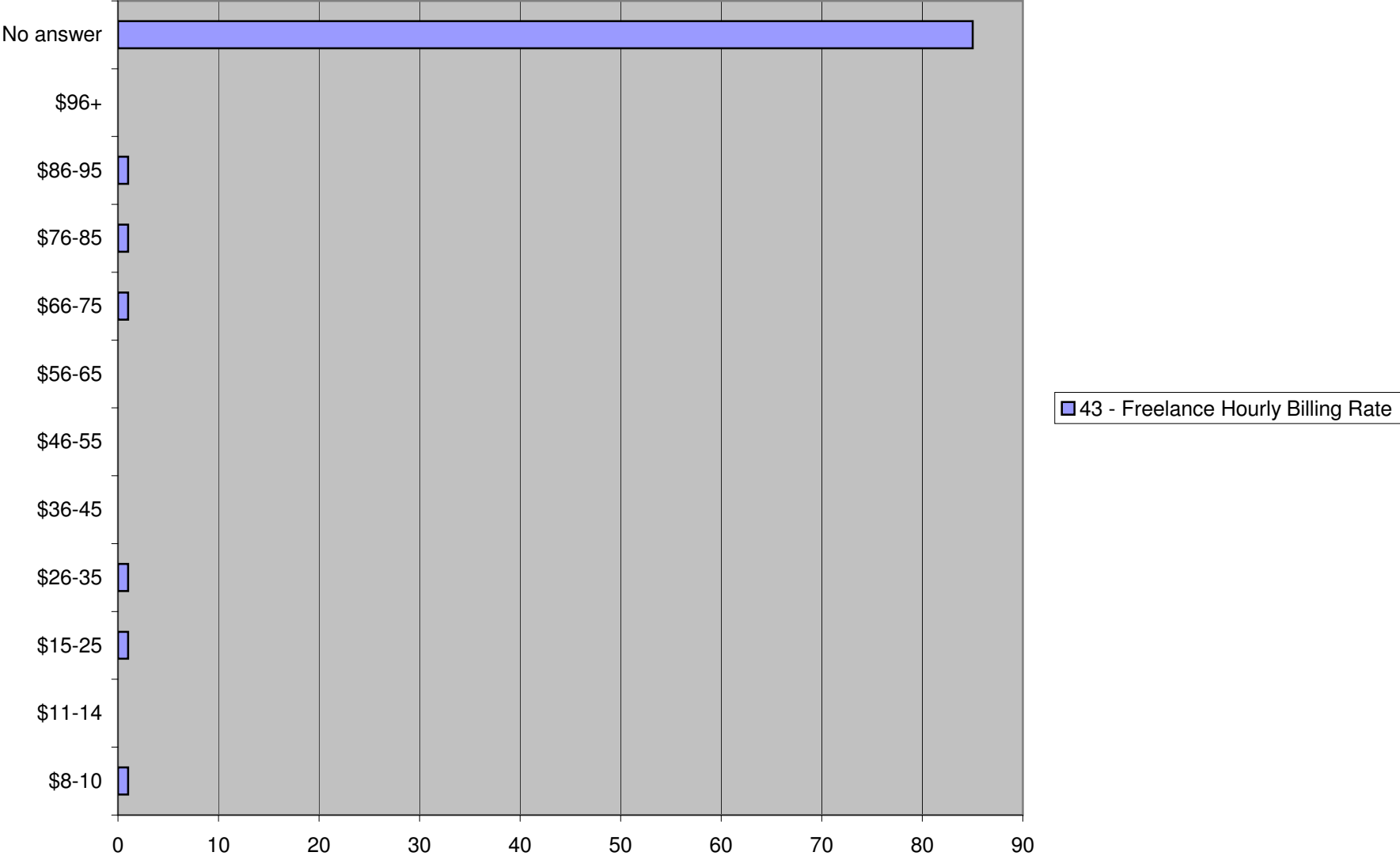
41 - Do Bill Rates Varry



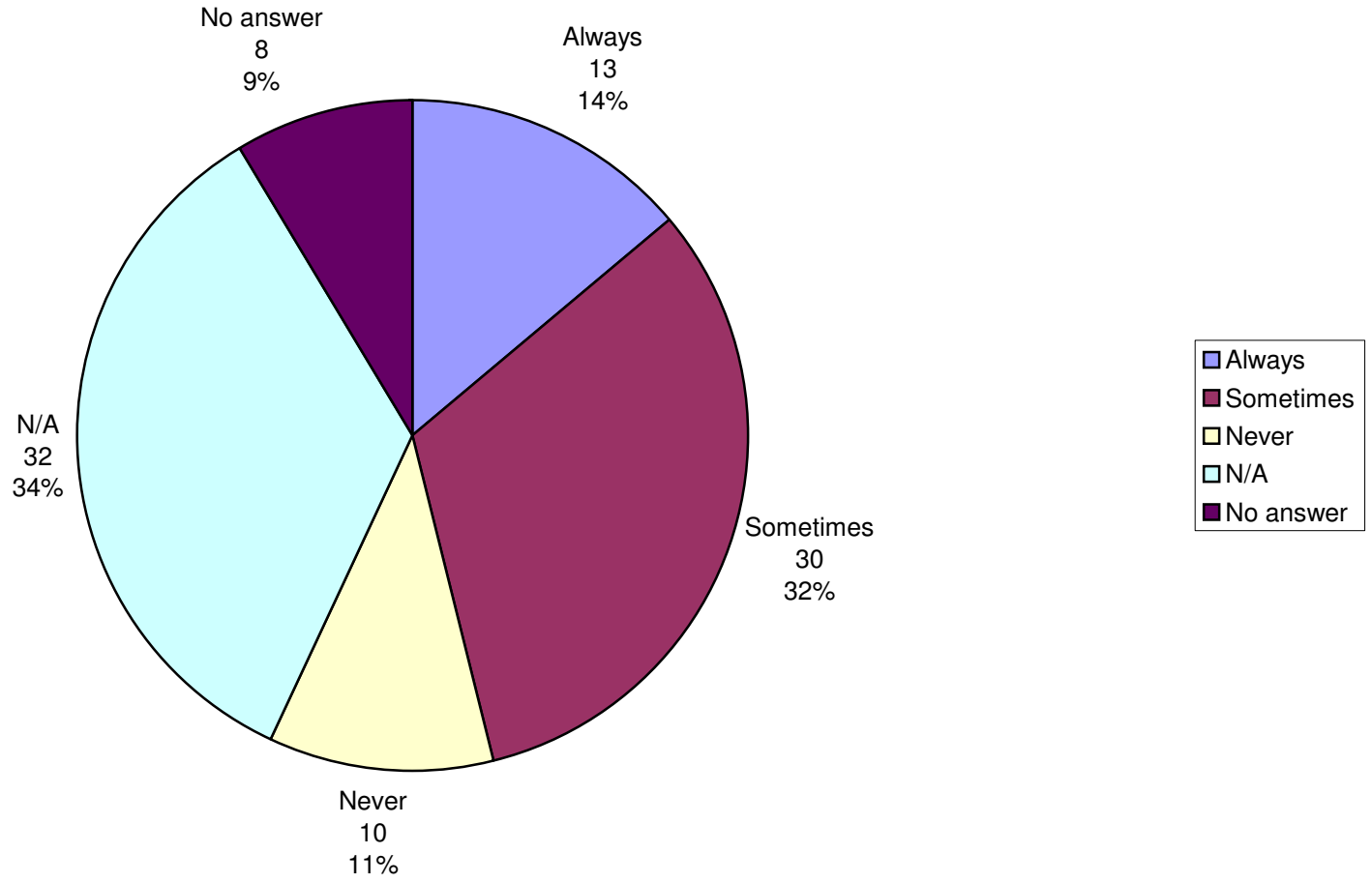
42 - Hourly Billing Rate



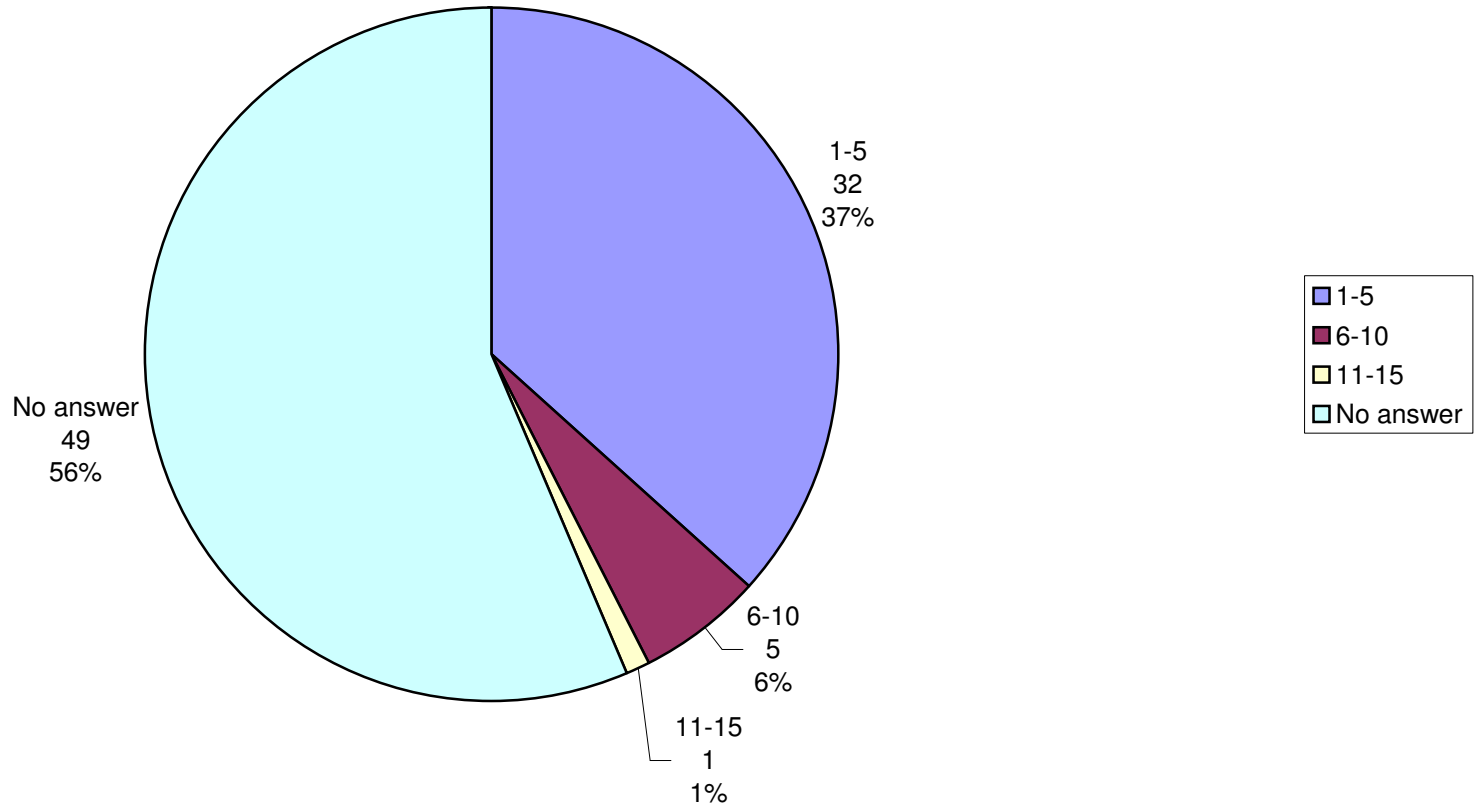
43 - Freelance Hourly Billing Rate



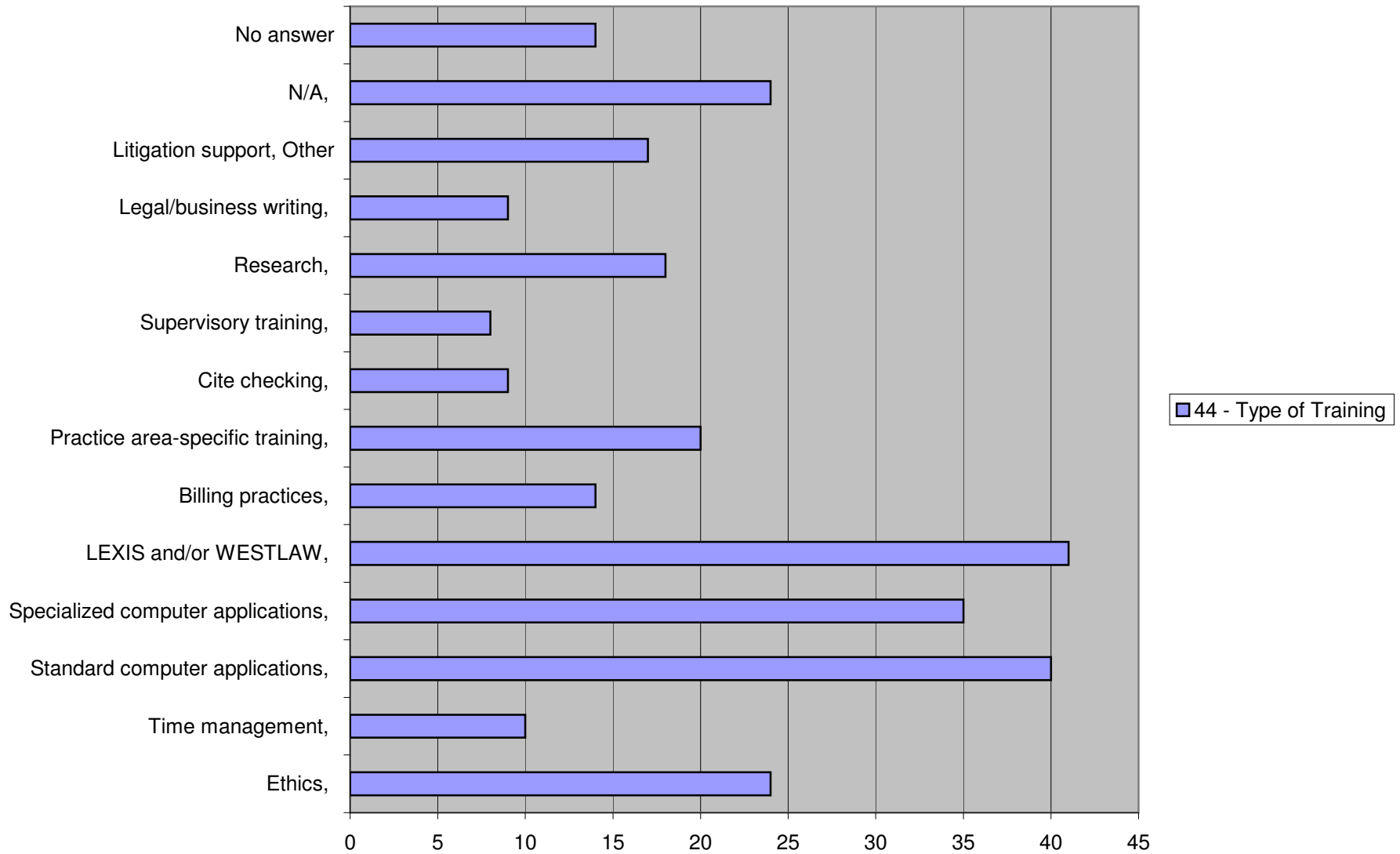
ff-Delegate Billables to 3rd Party



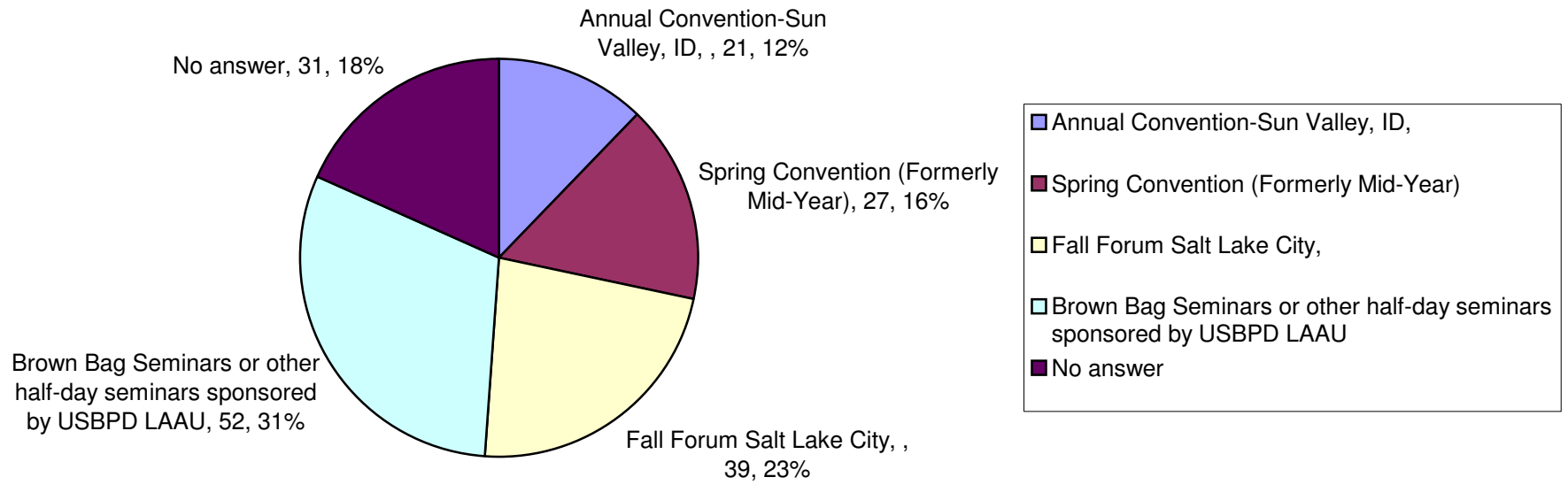
gg How Many Hours Assigned to 3rd Party



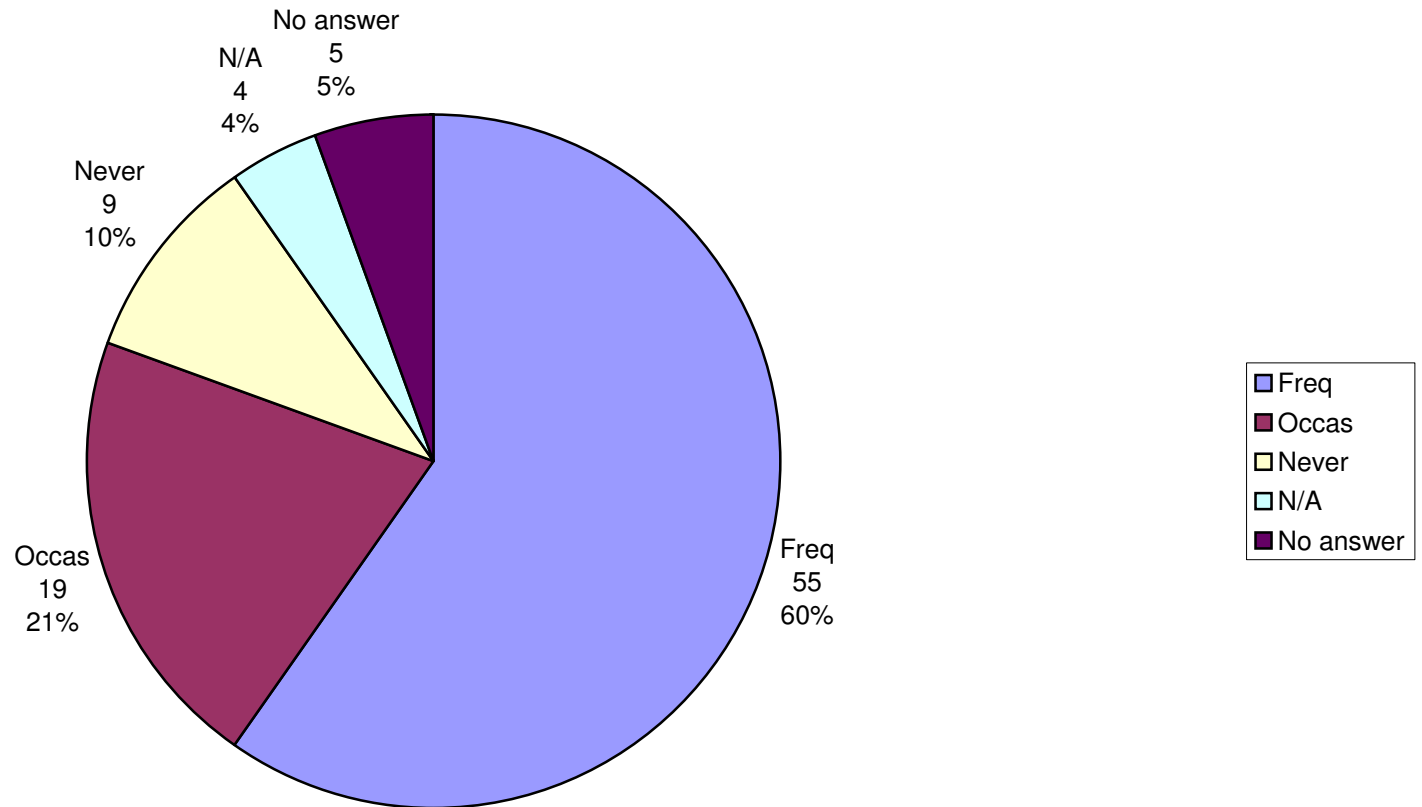
44 - Type of Training



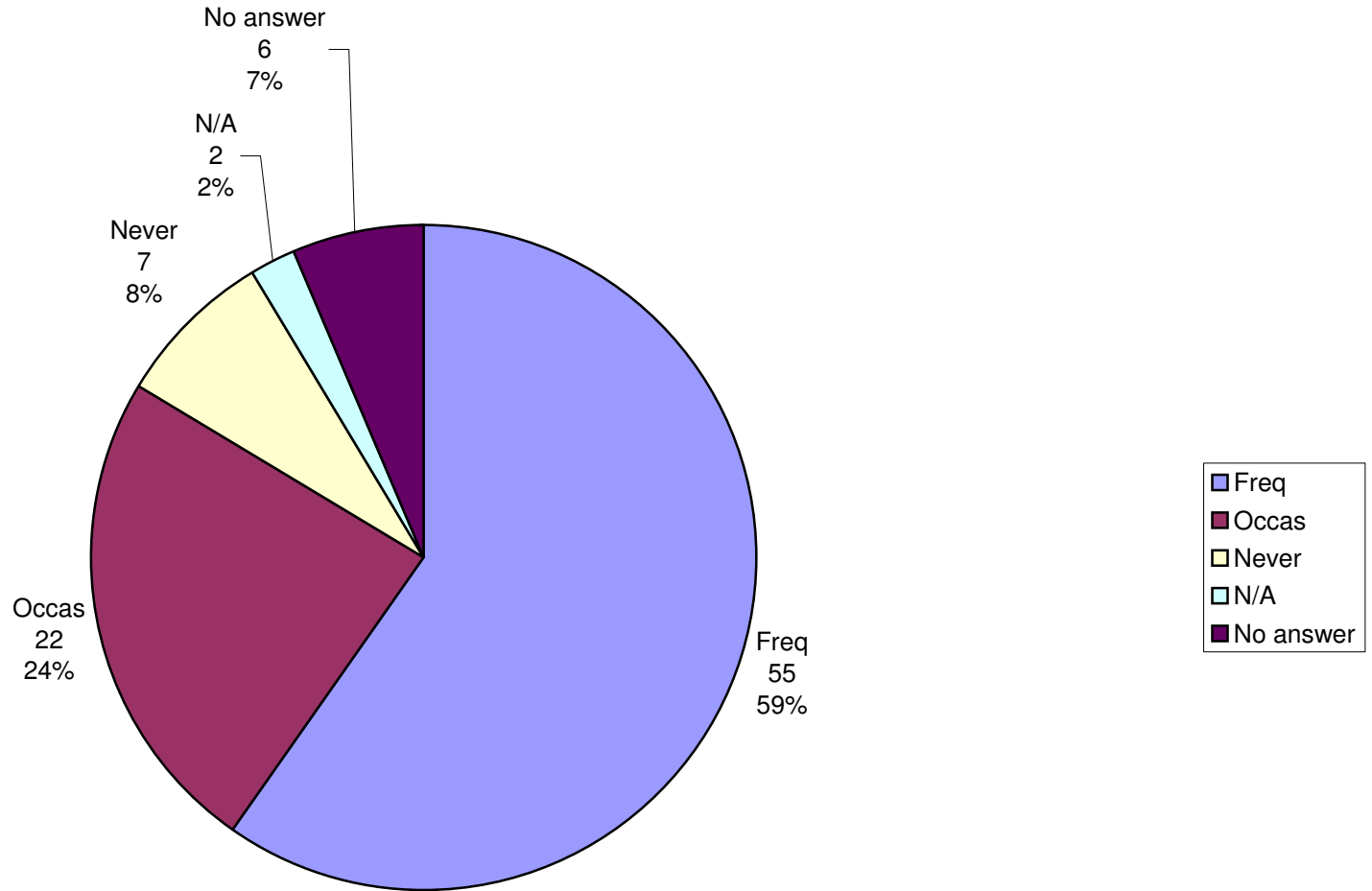
45 - Interest Areas For CLE



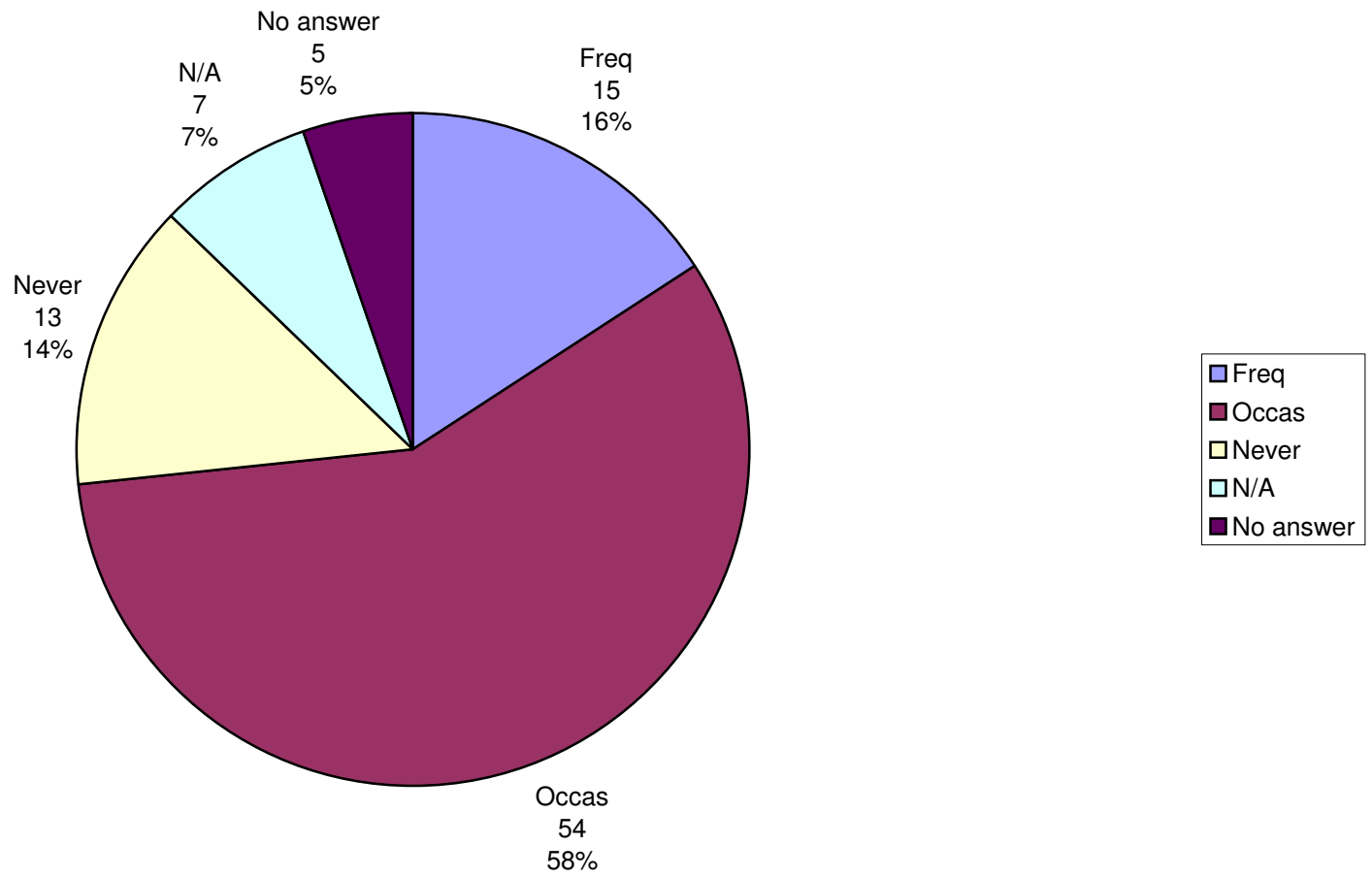
46a



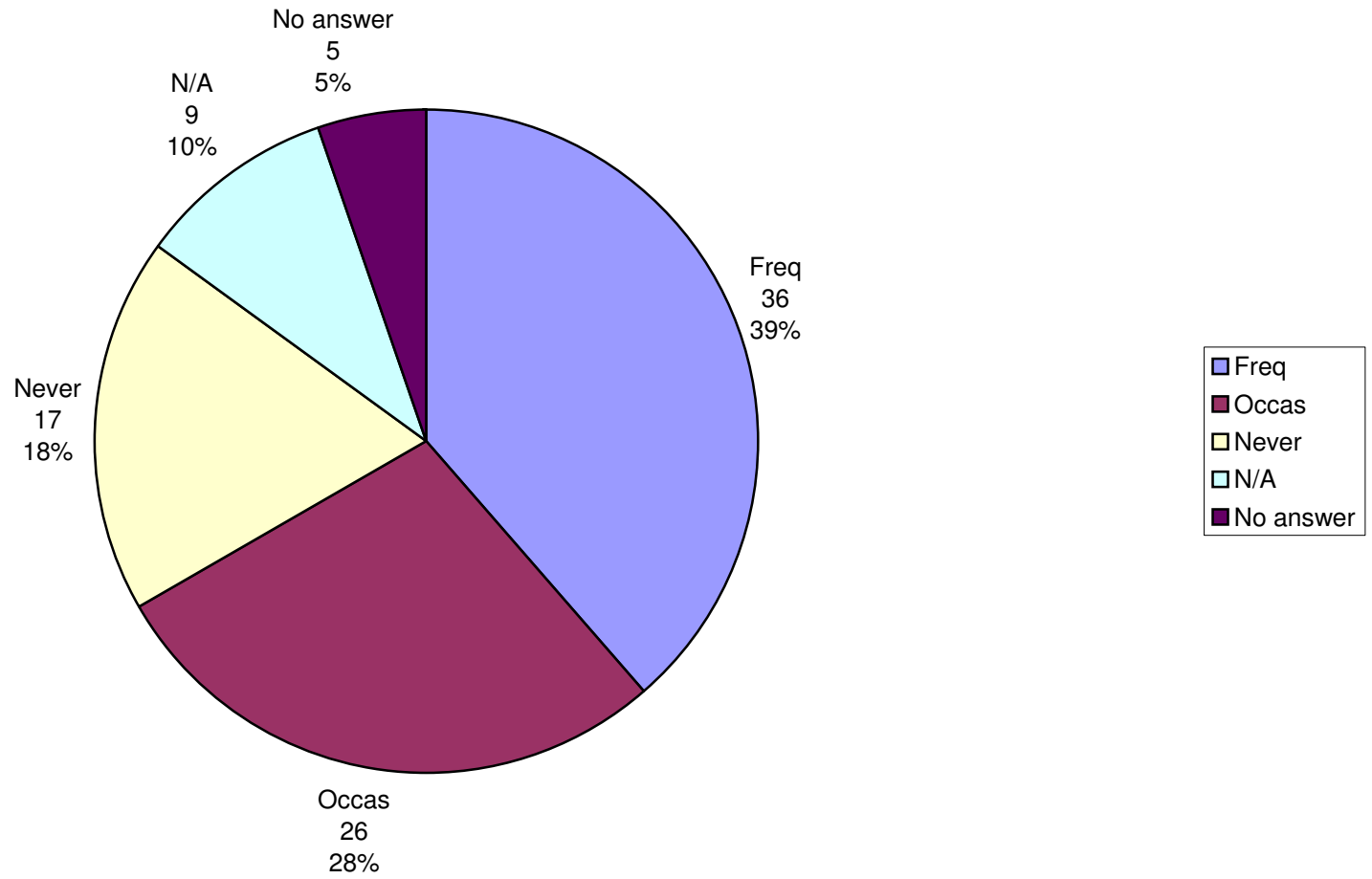
46b



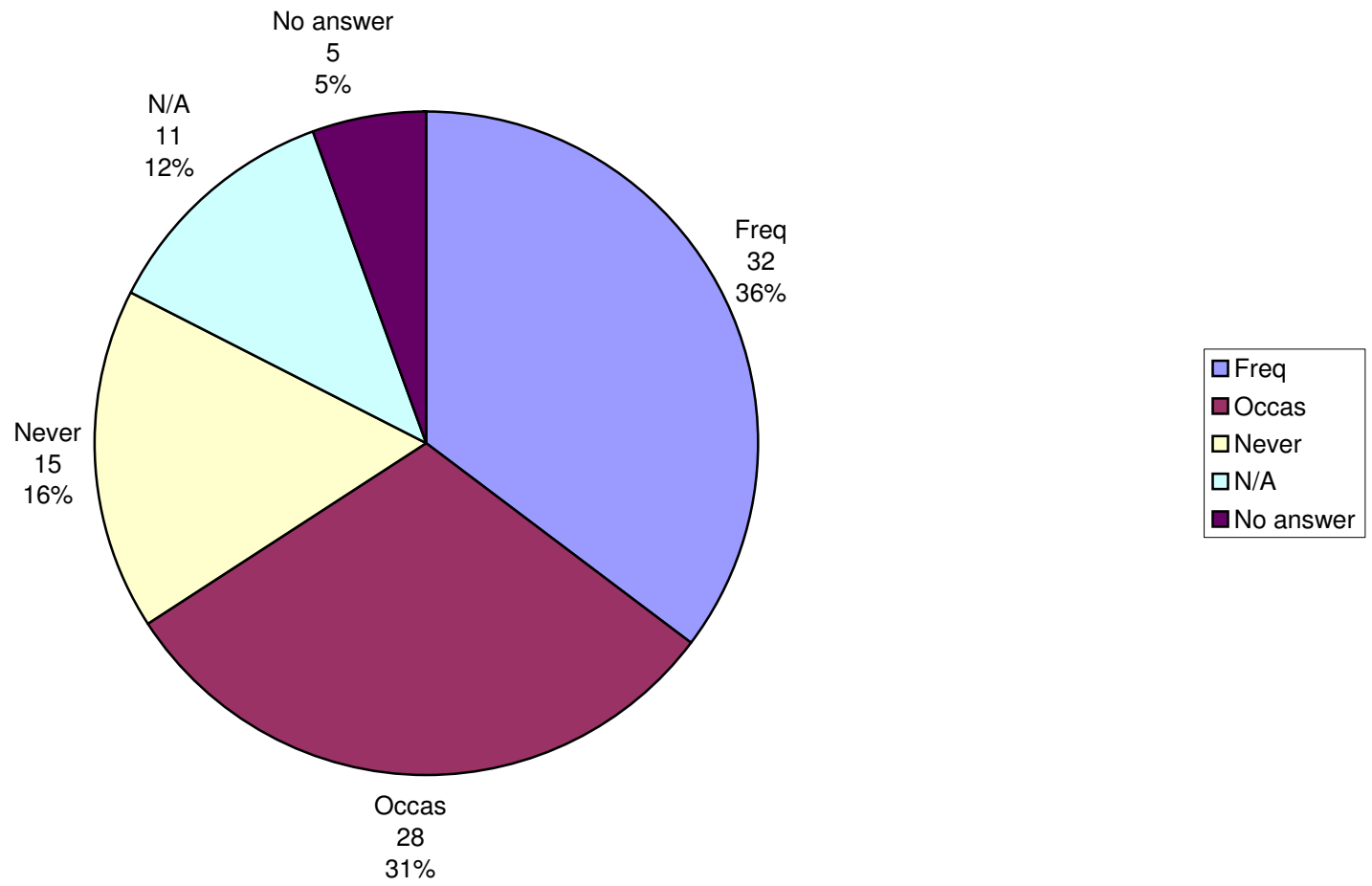
46c

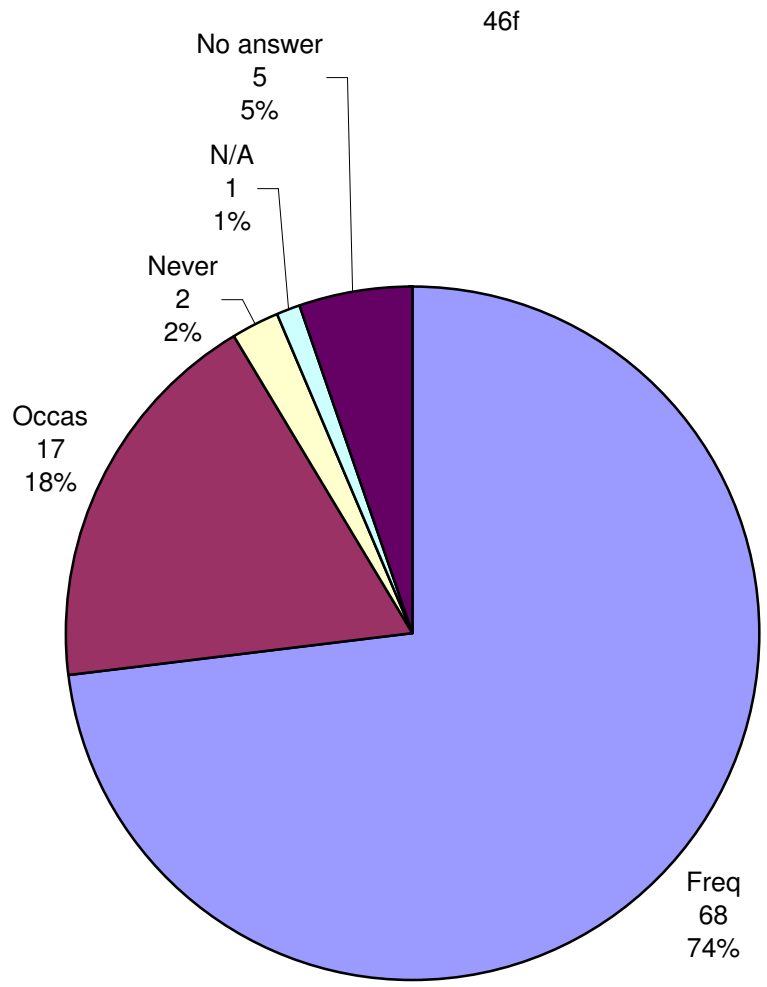


46d

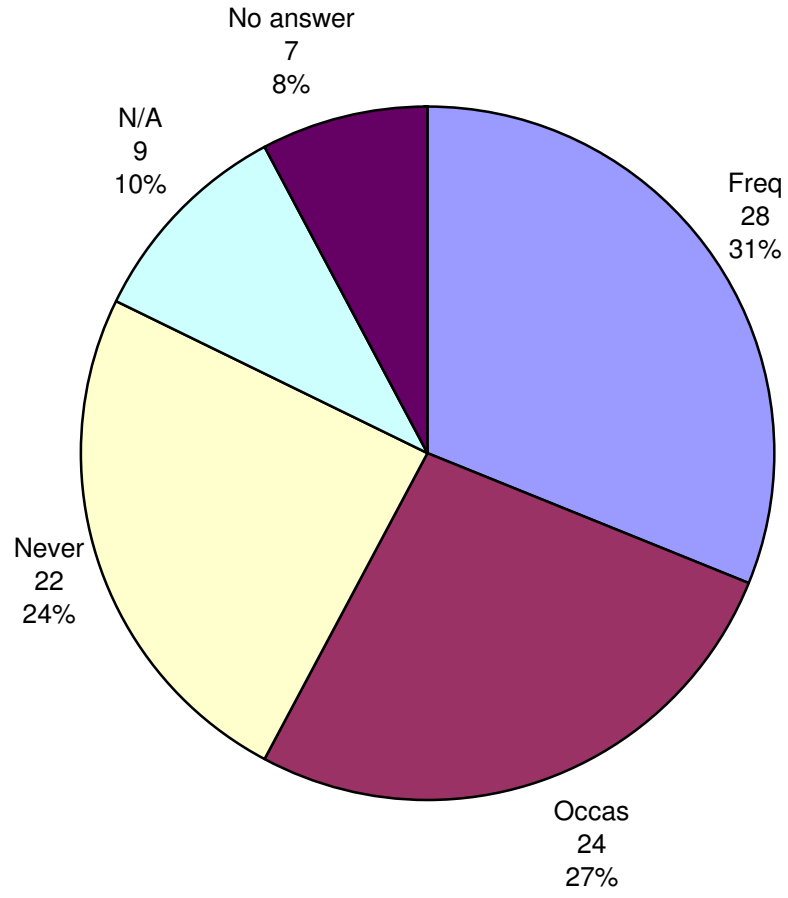


46e

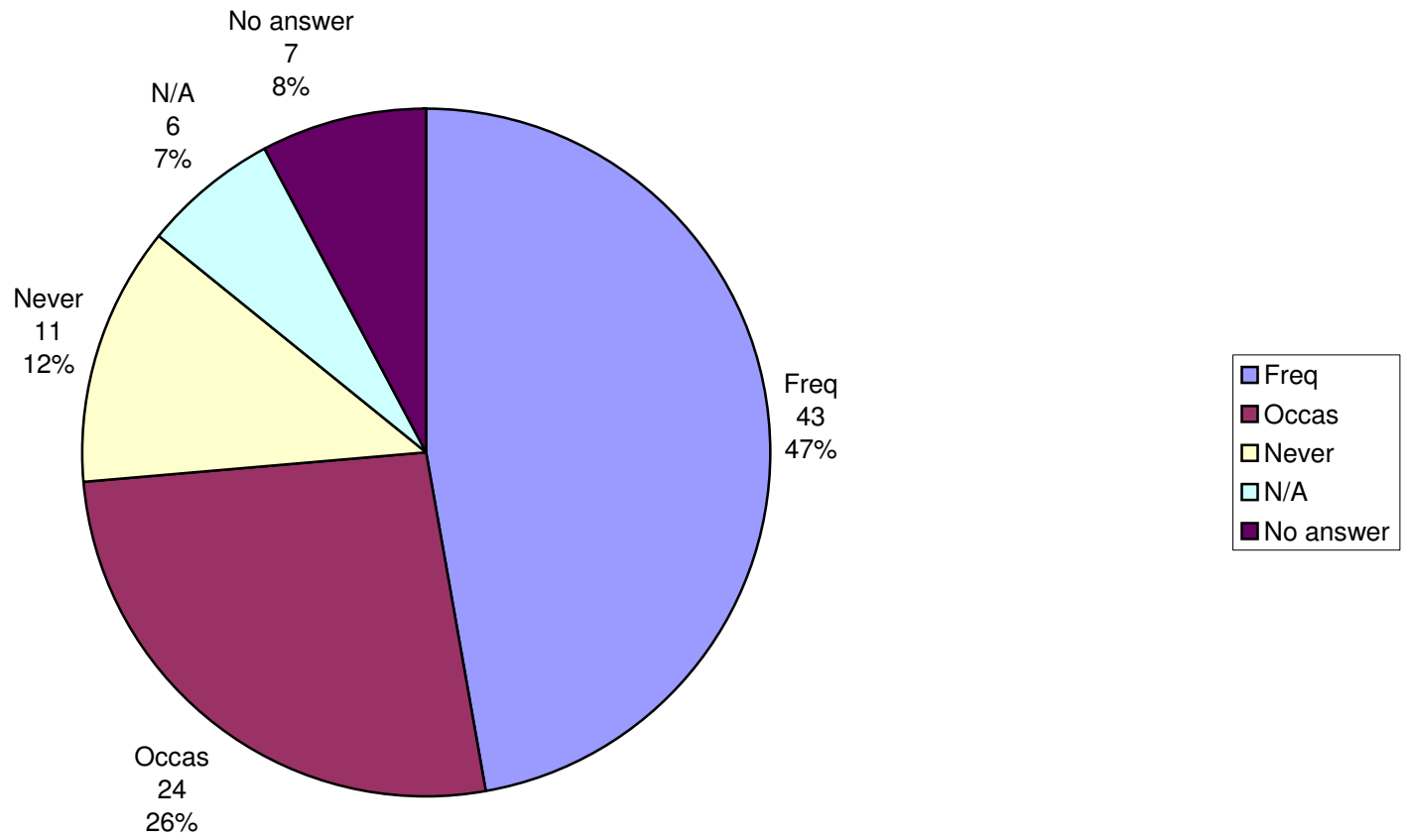




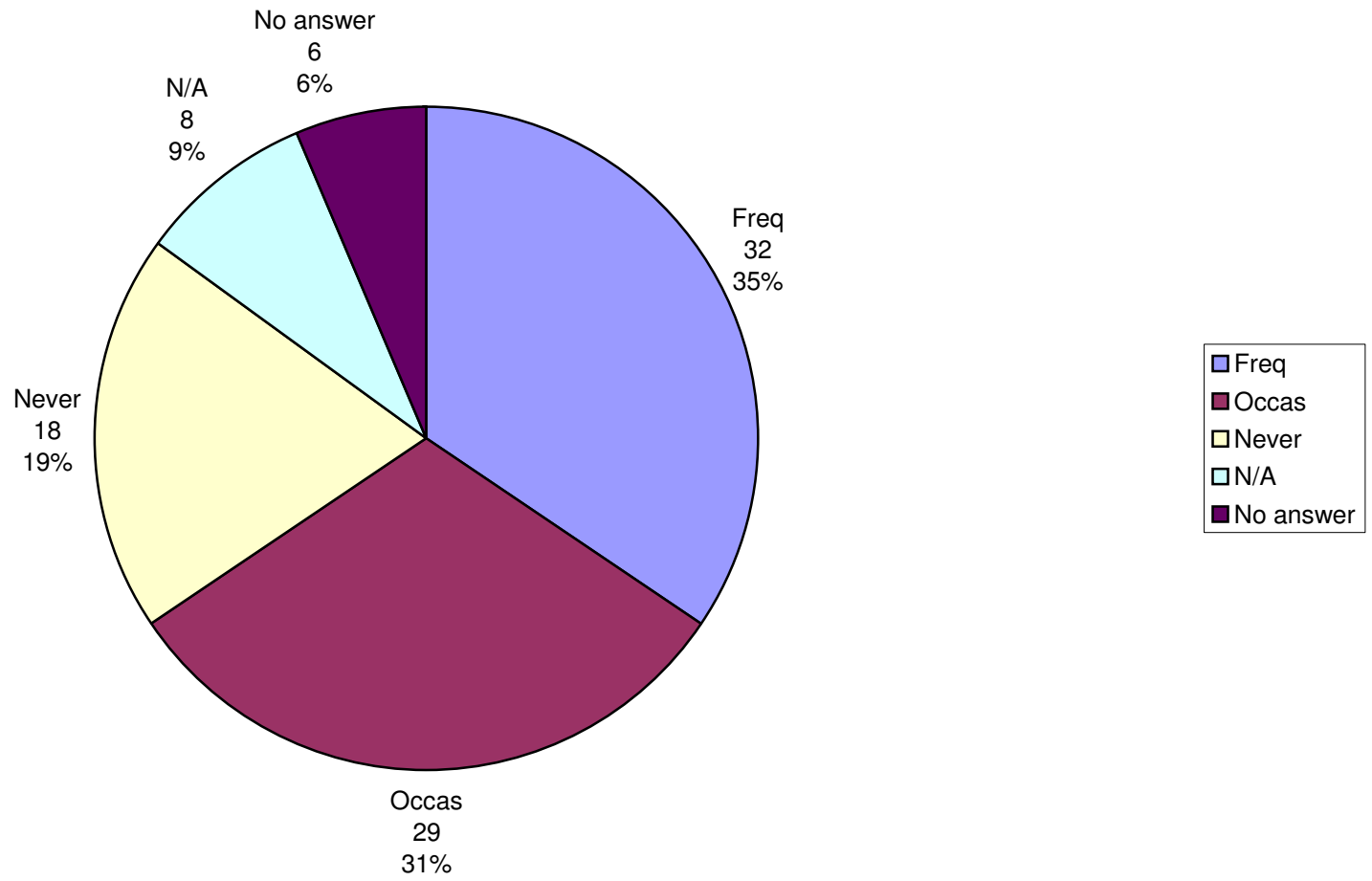
46g



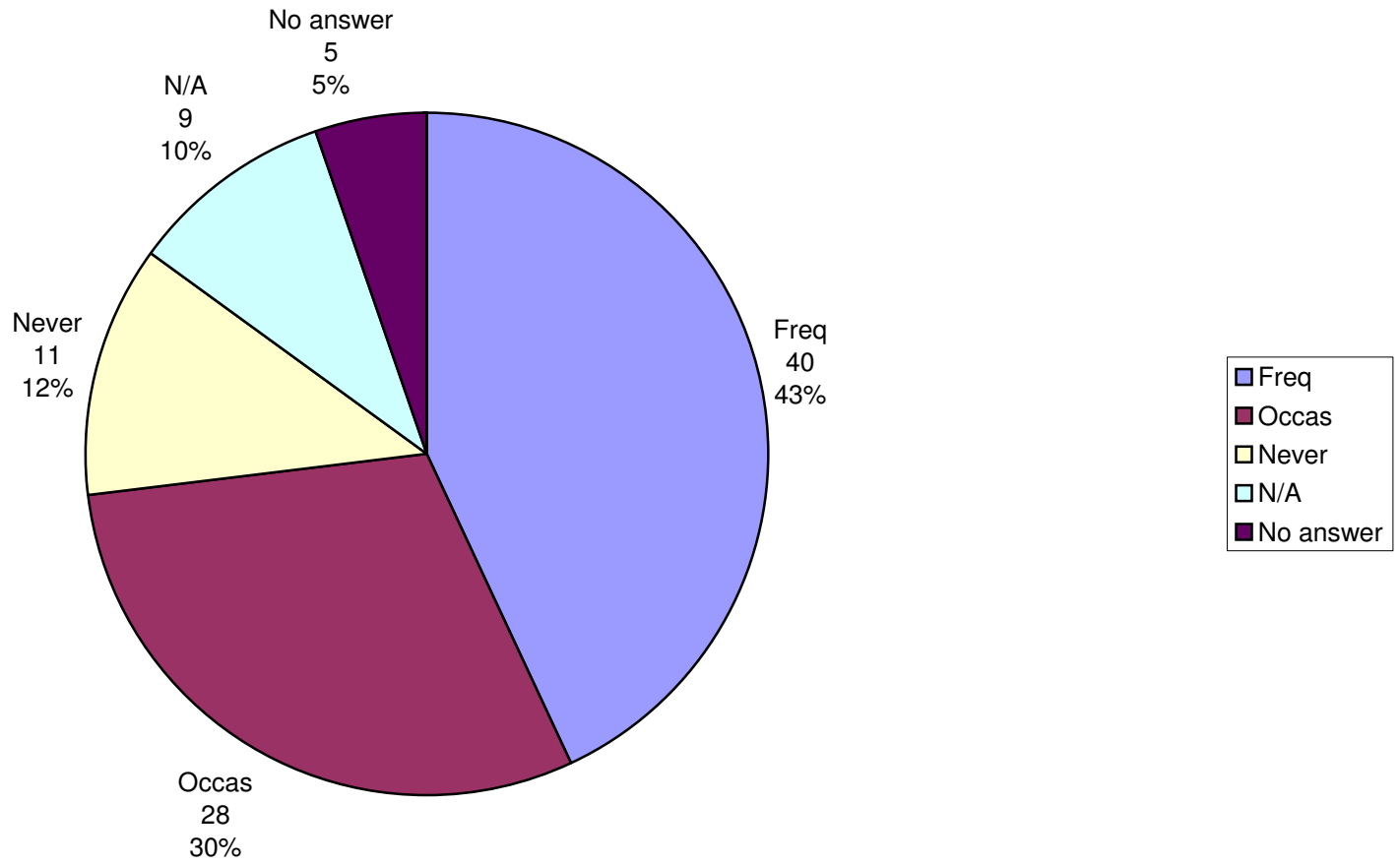
46h



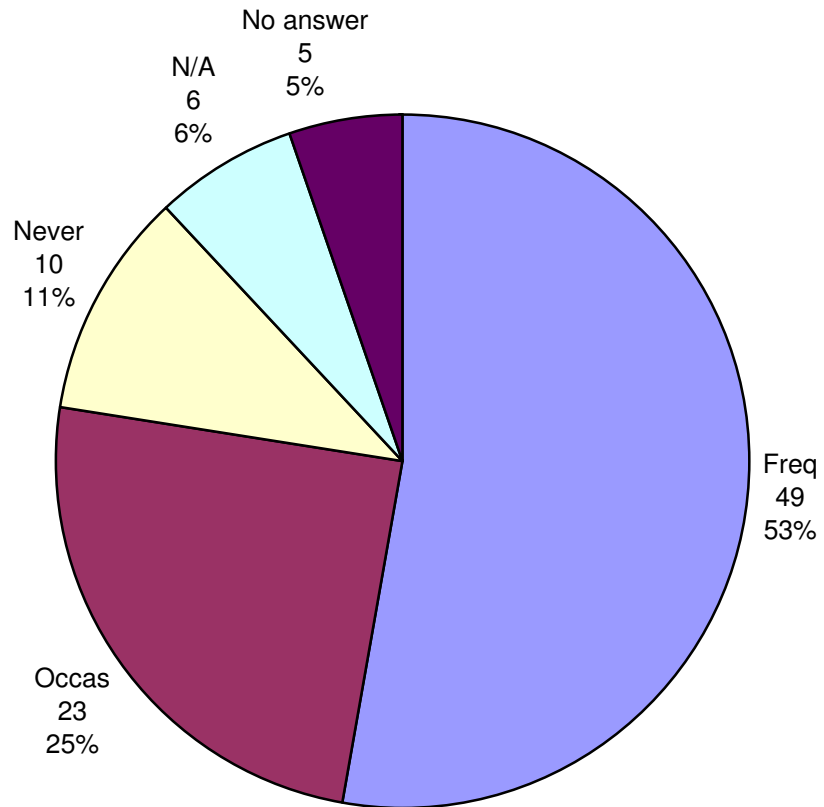
46i



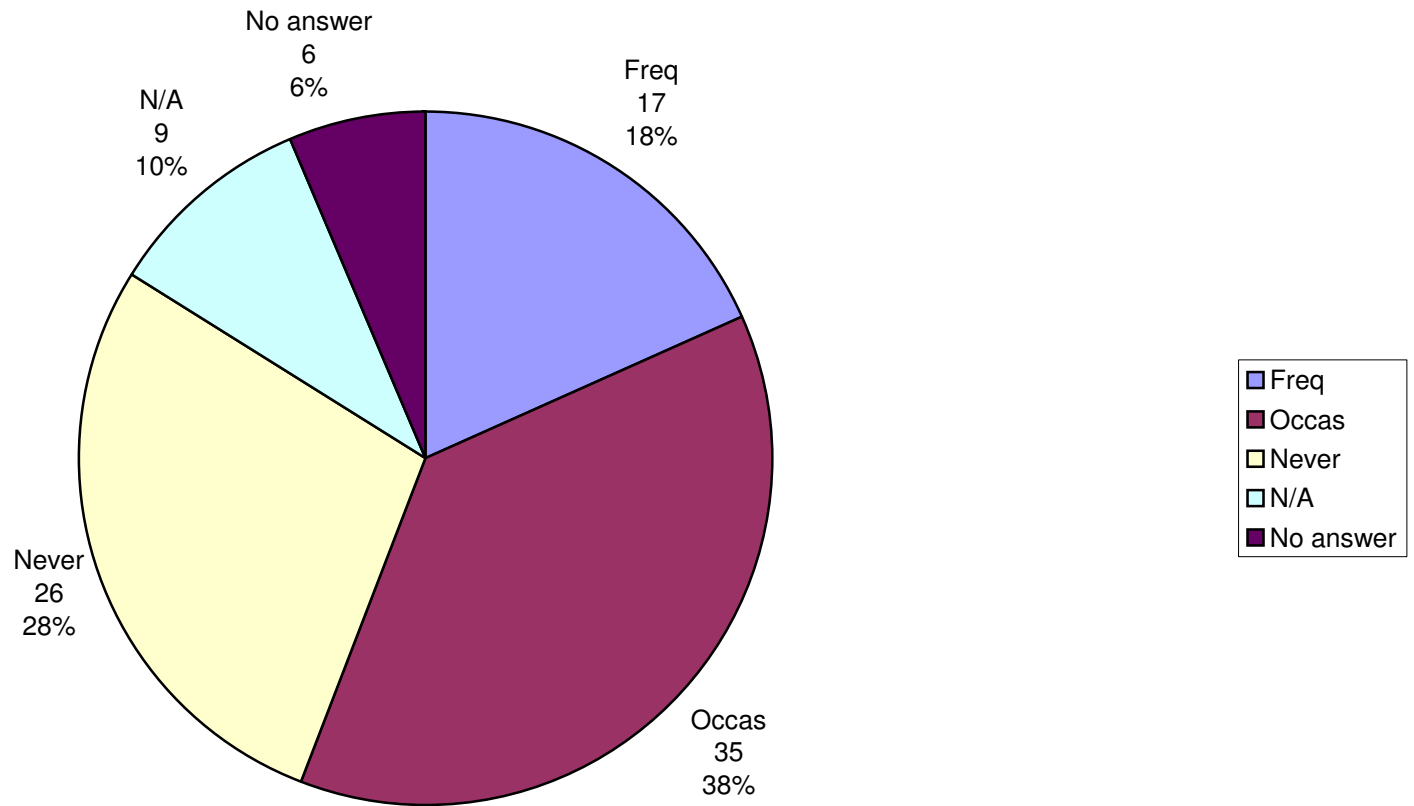
46j



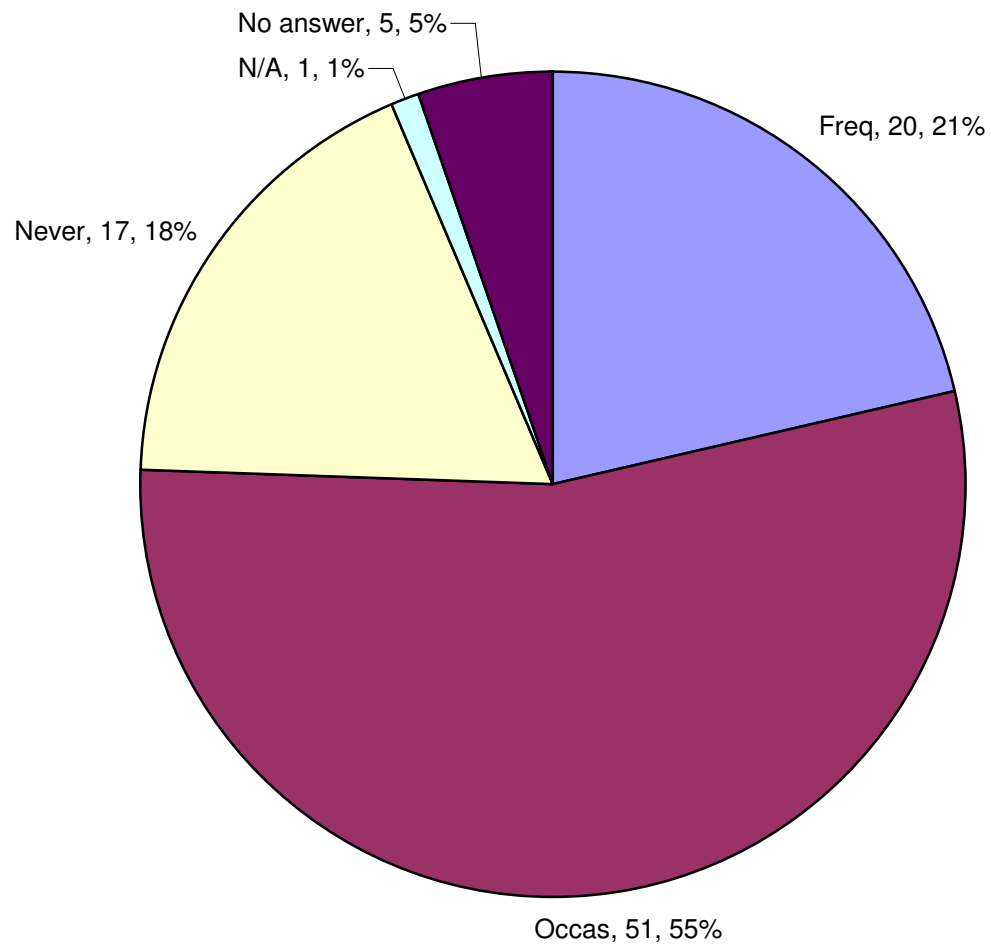
46k



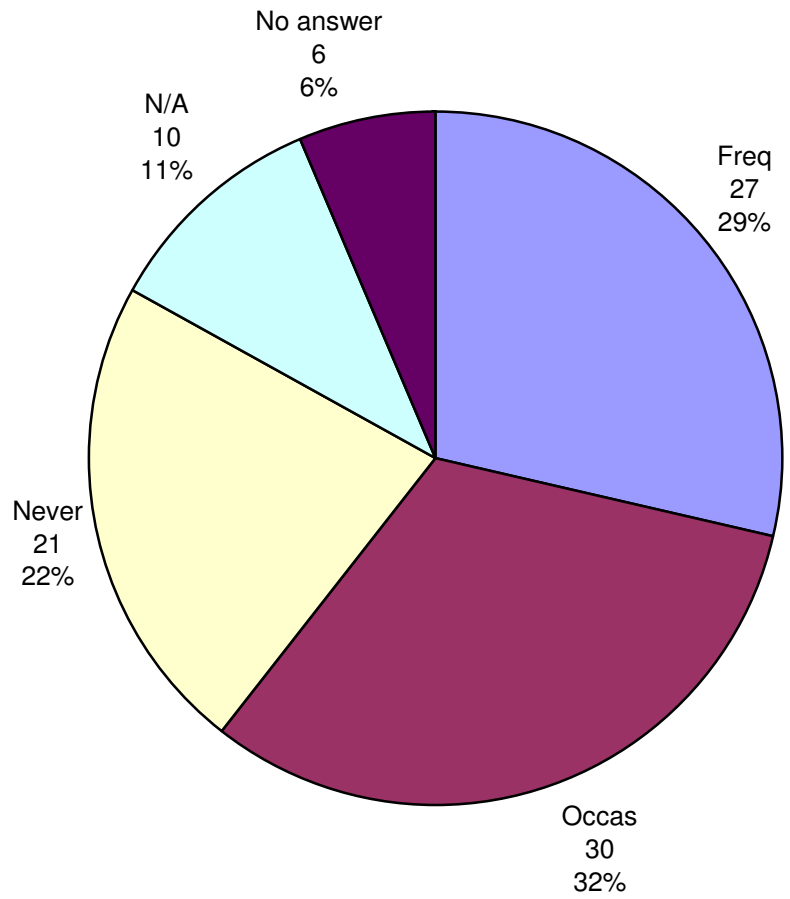
461



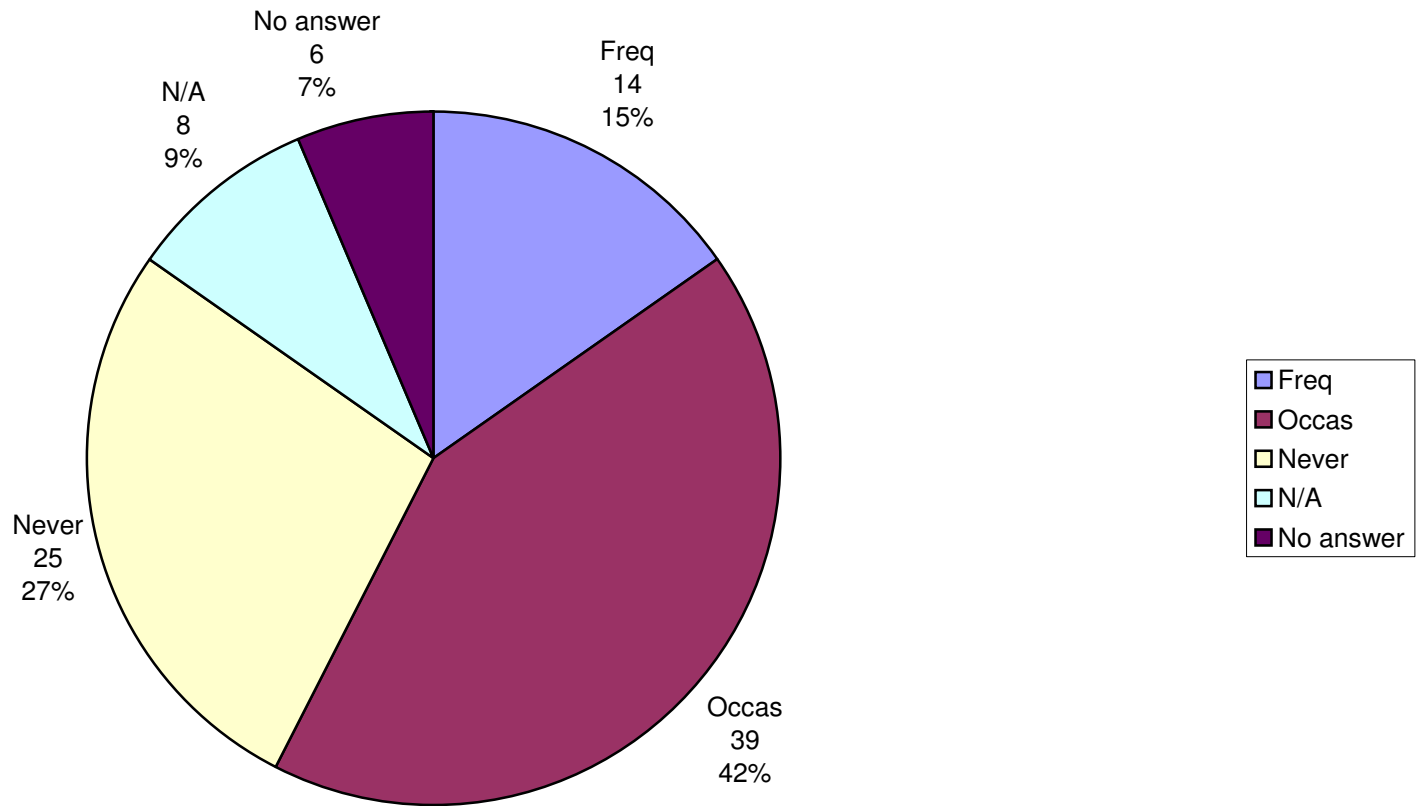
46m



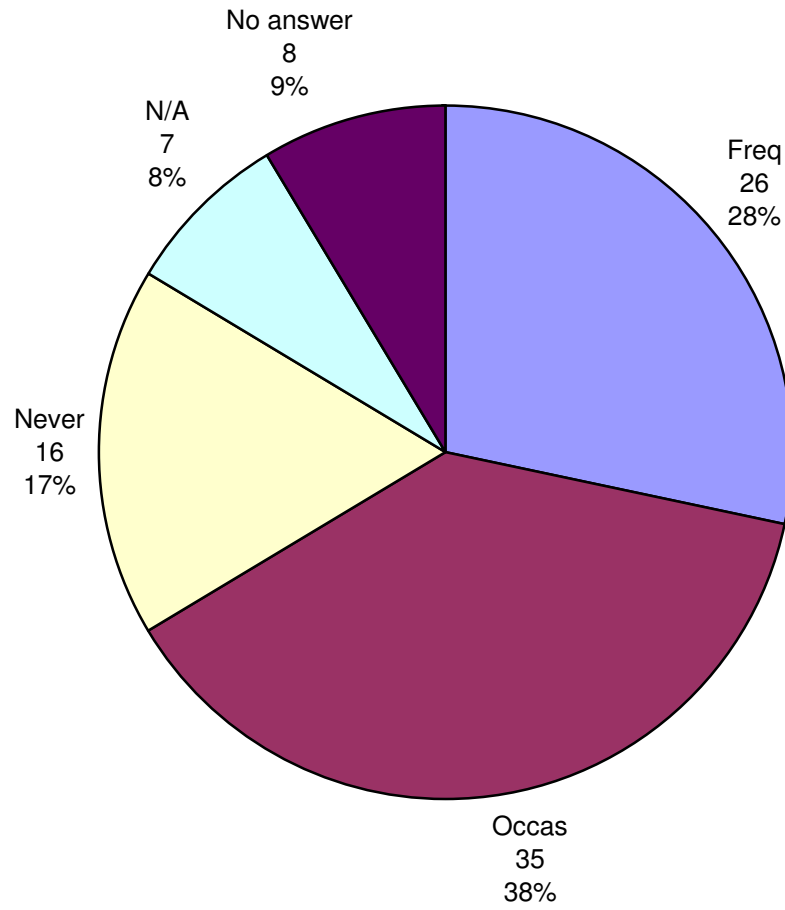
46n



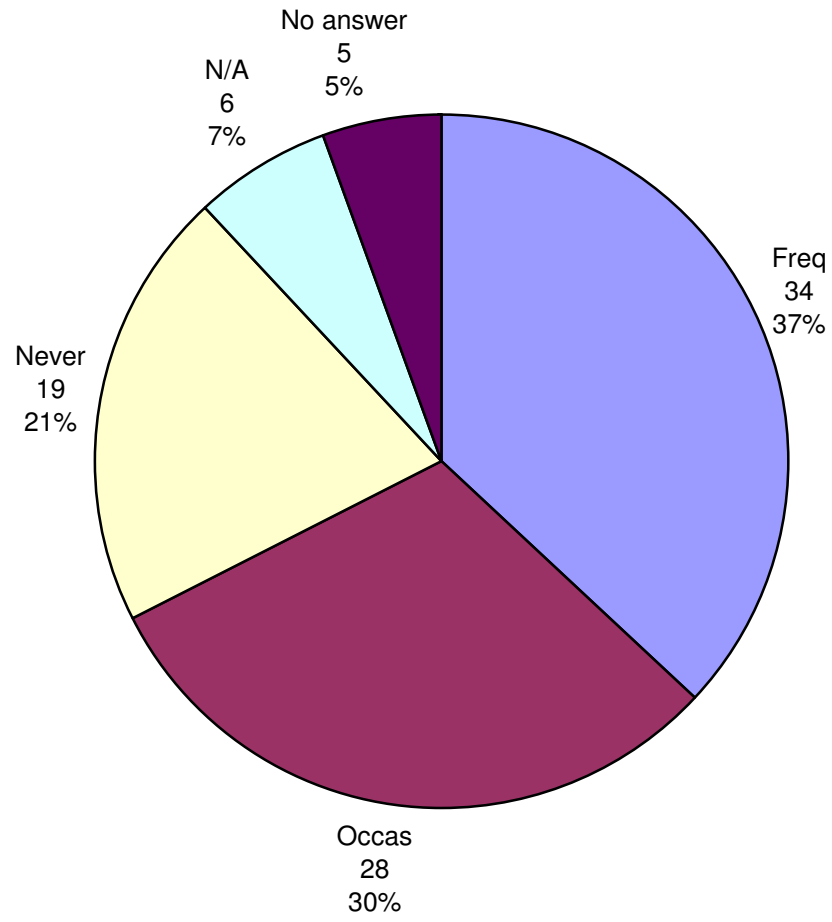
460



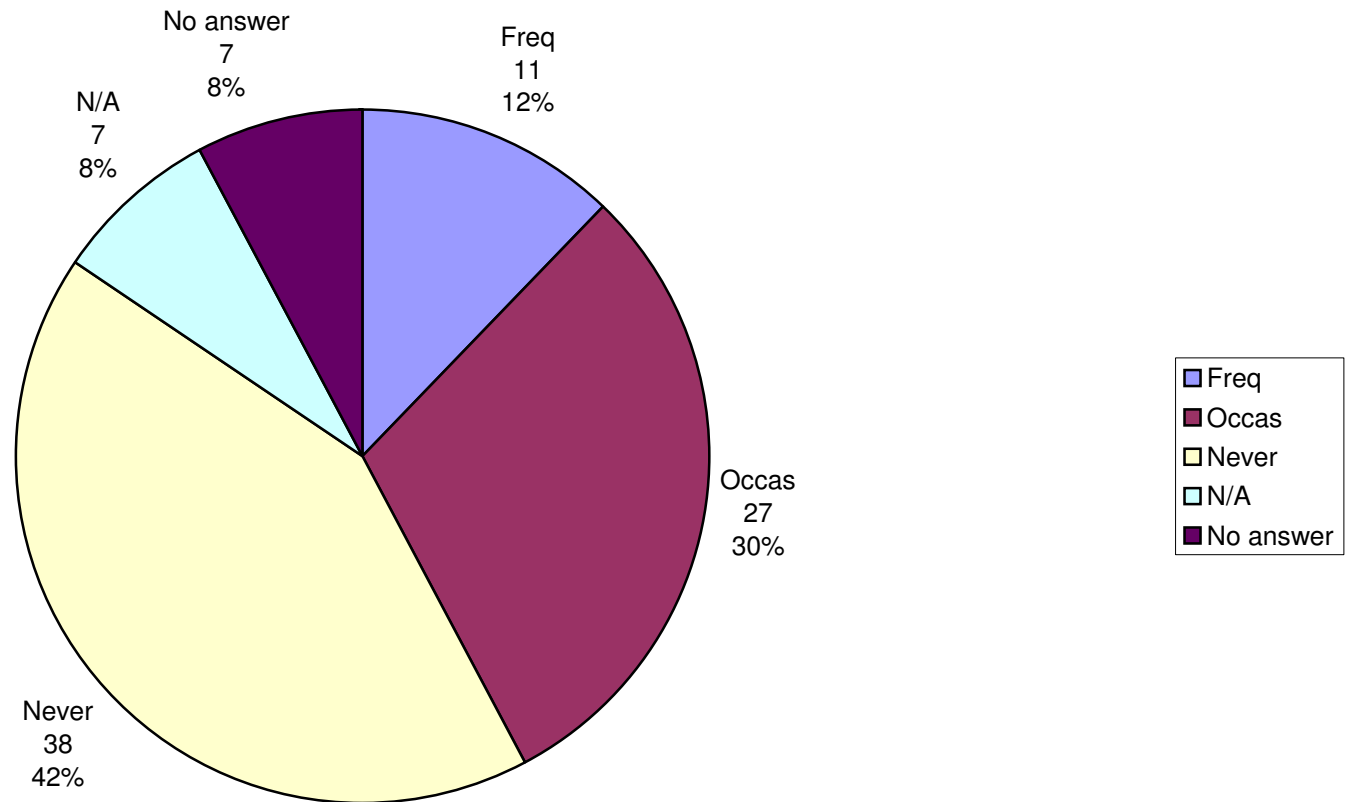
46p



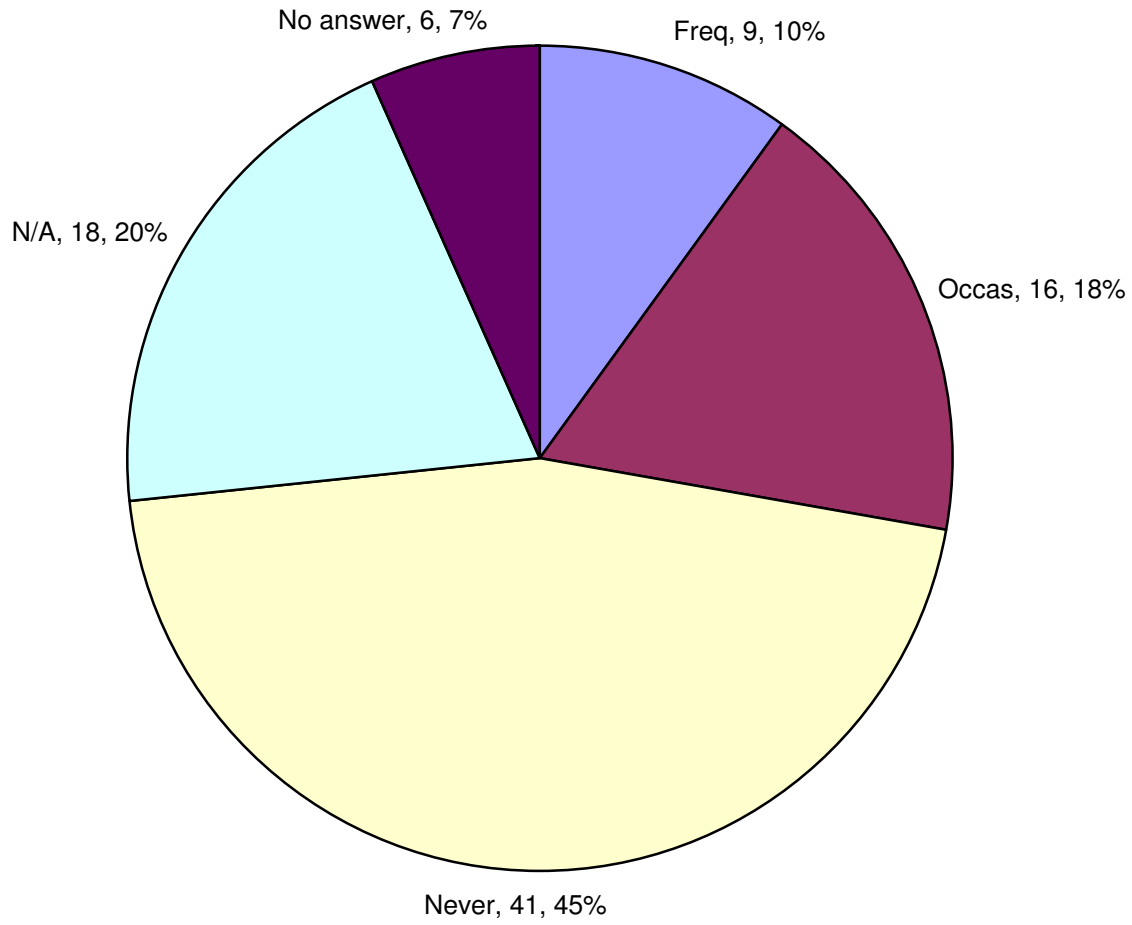
46q



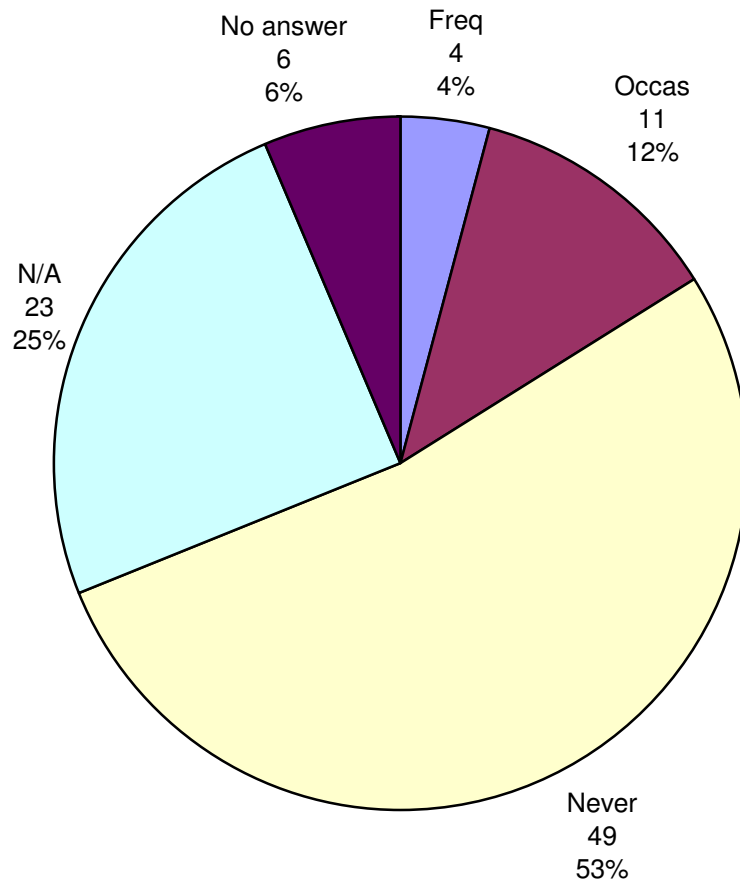
46r



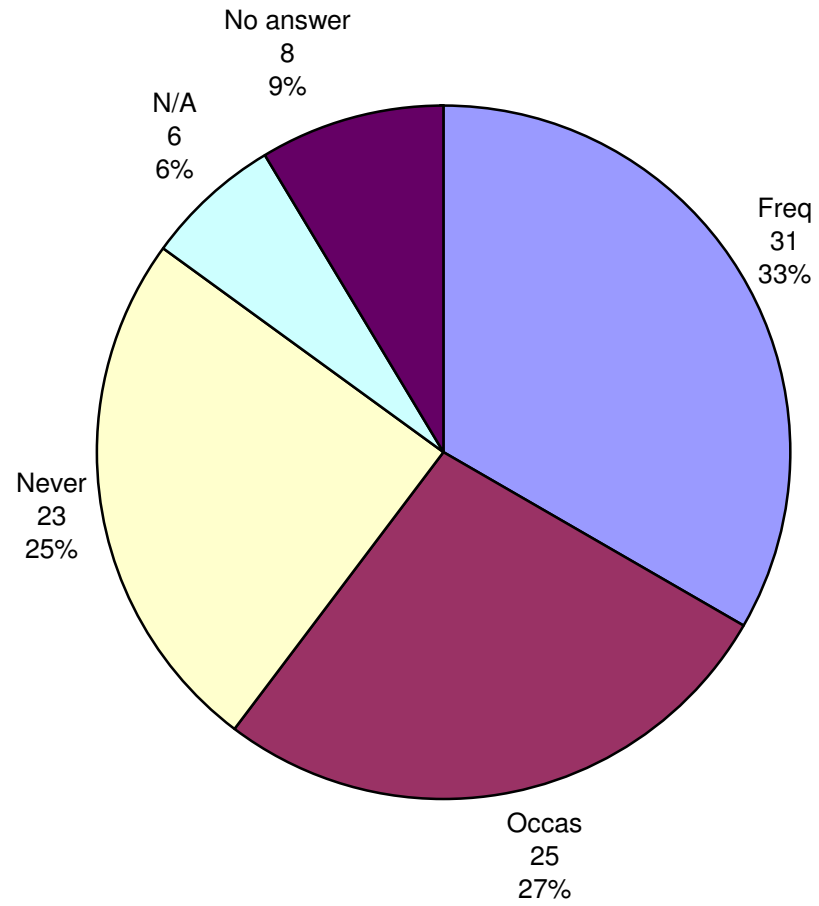
46s



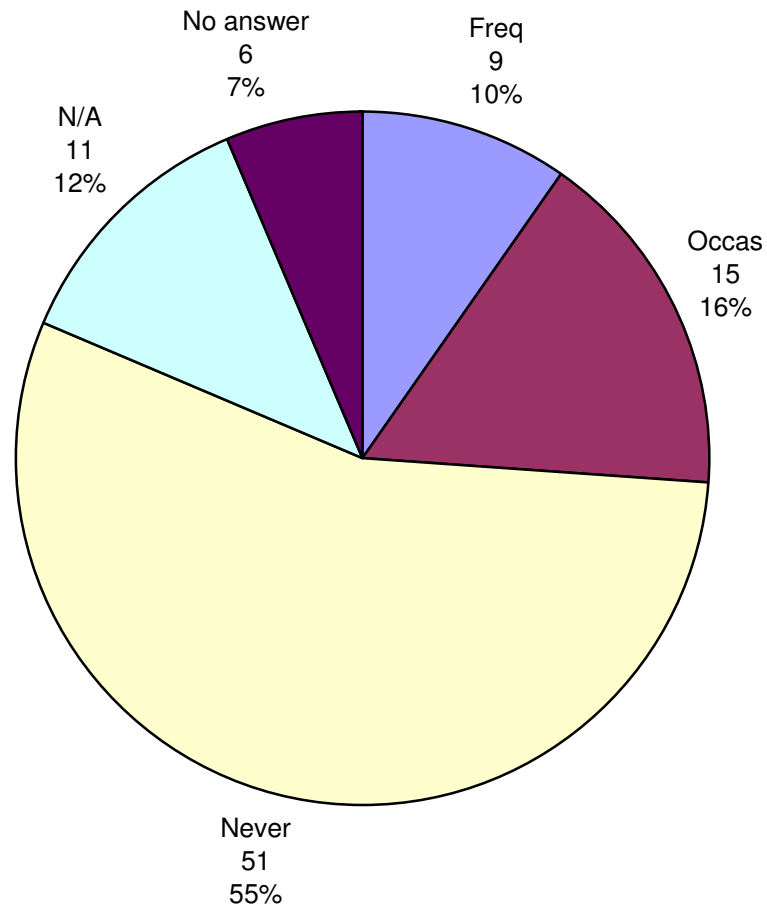
46t



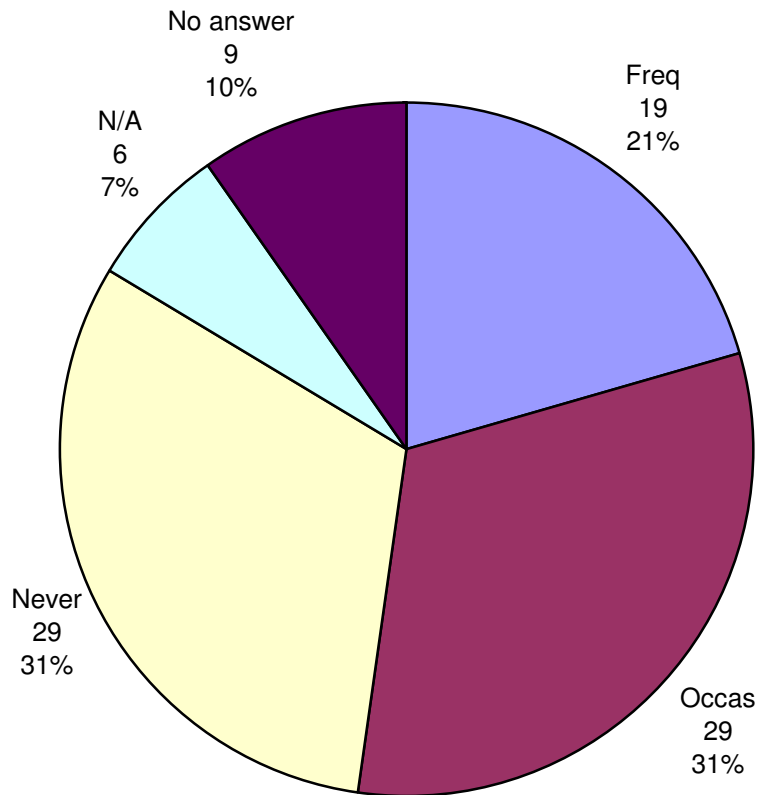
46u



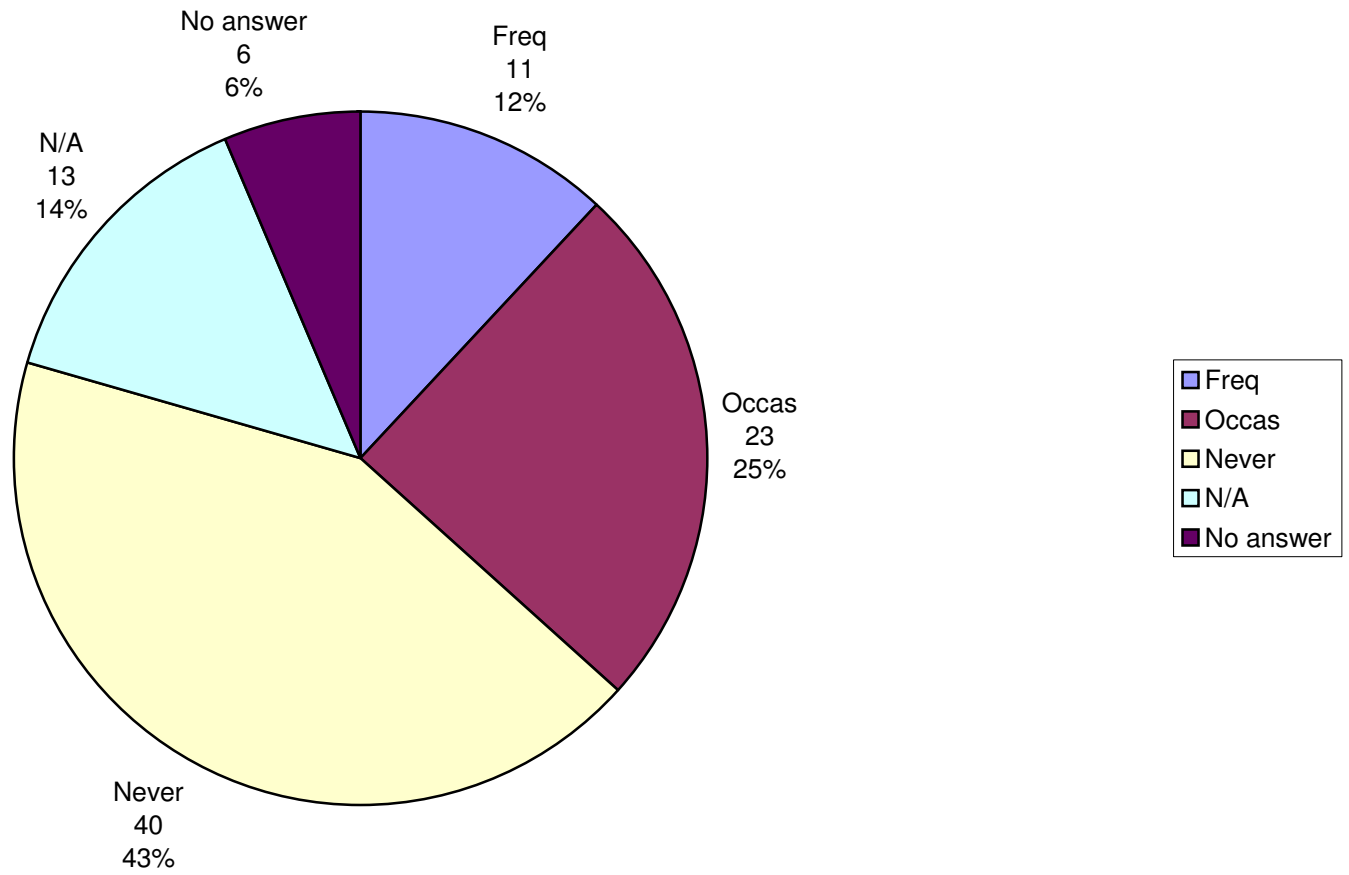
46v



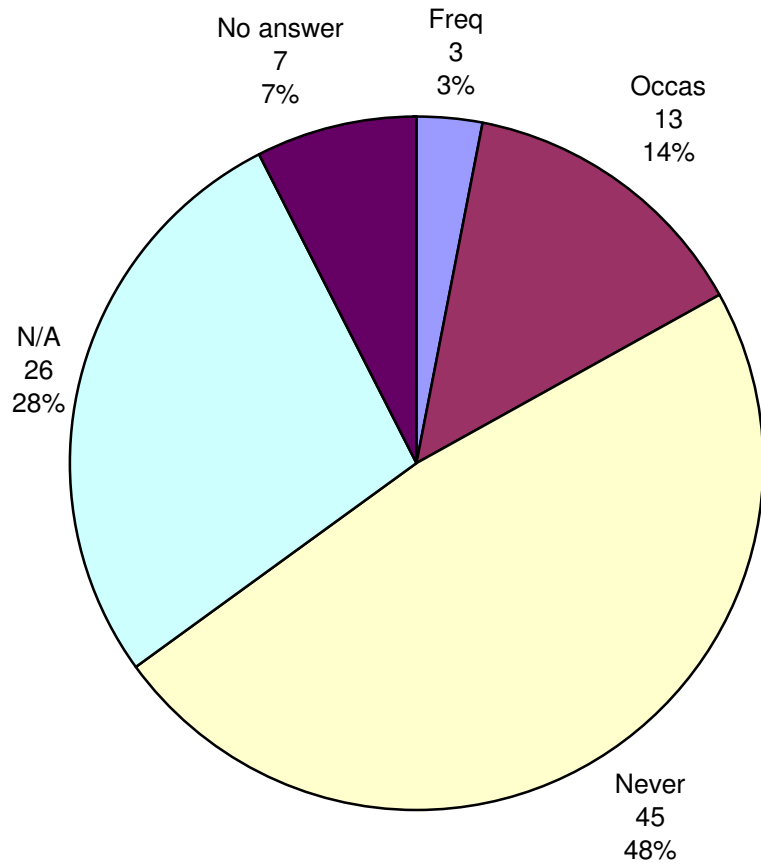
46w



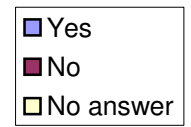
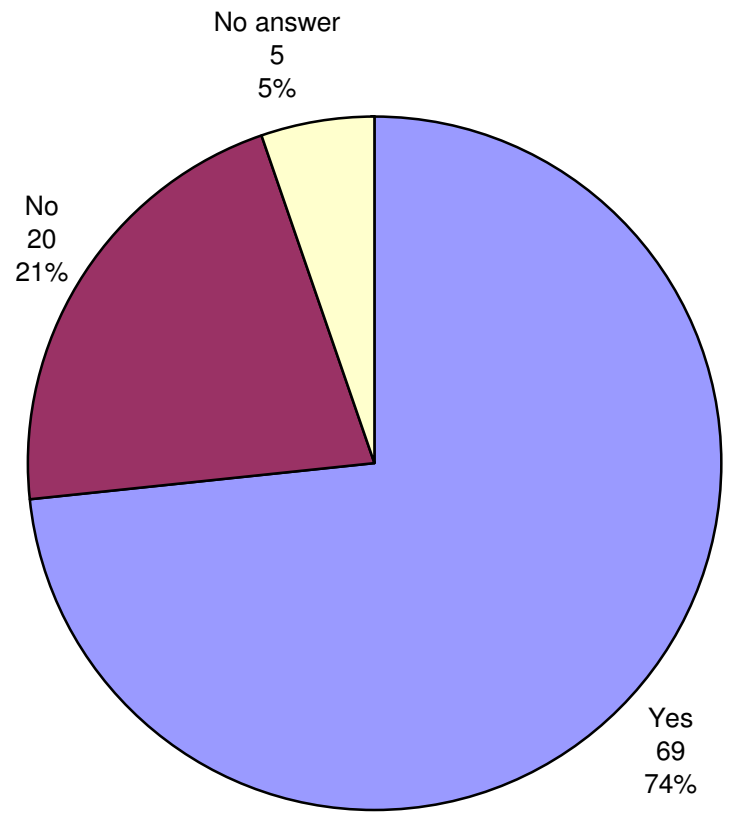
46x



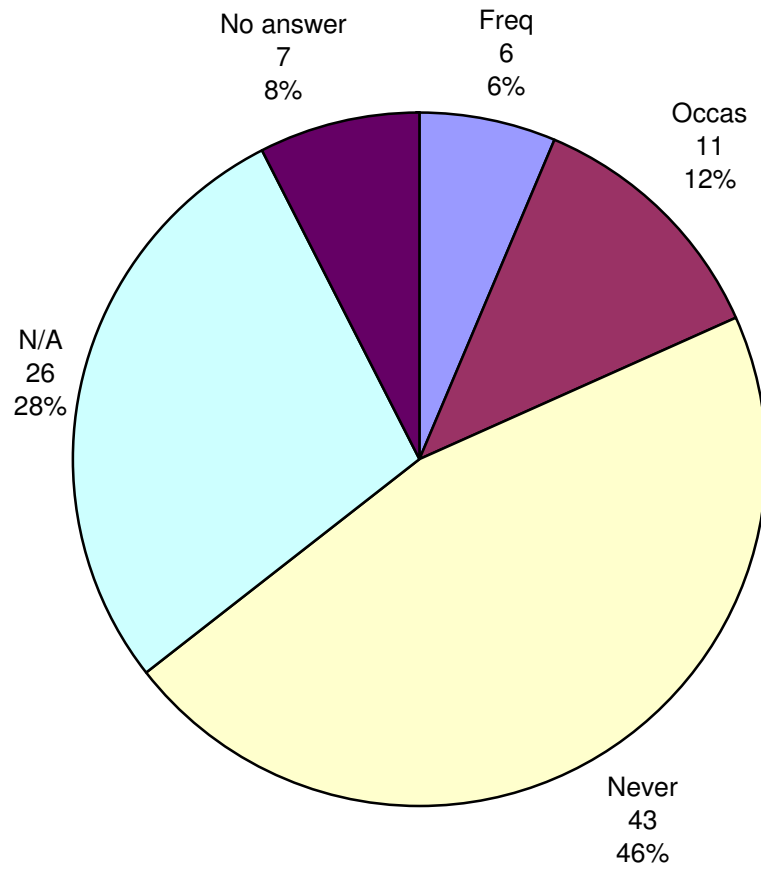
46y



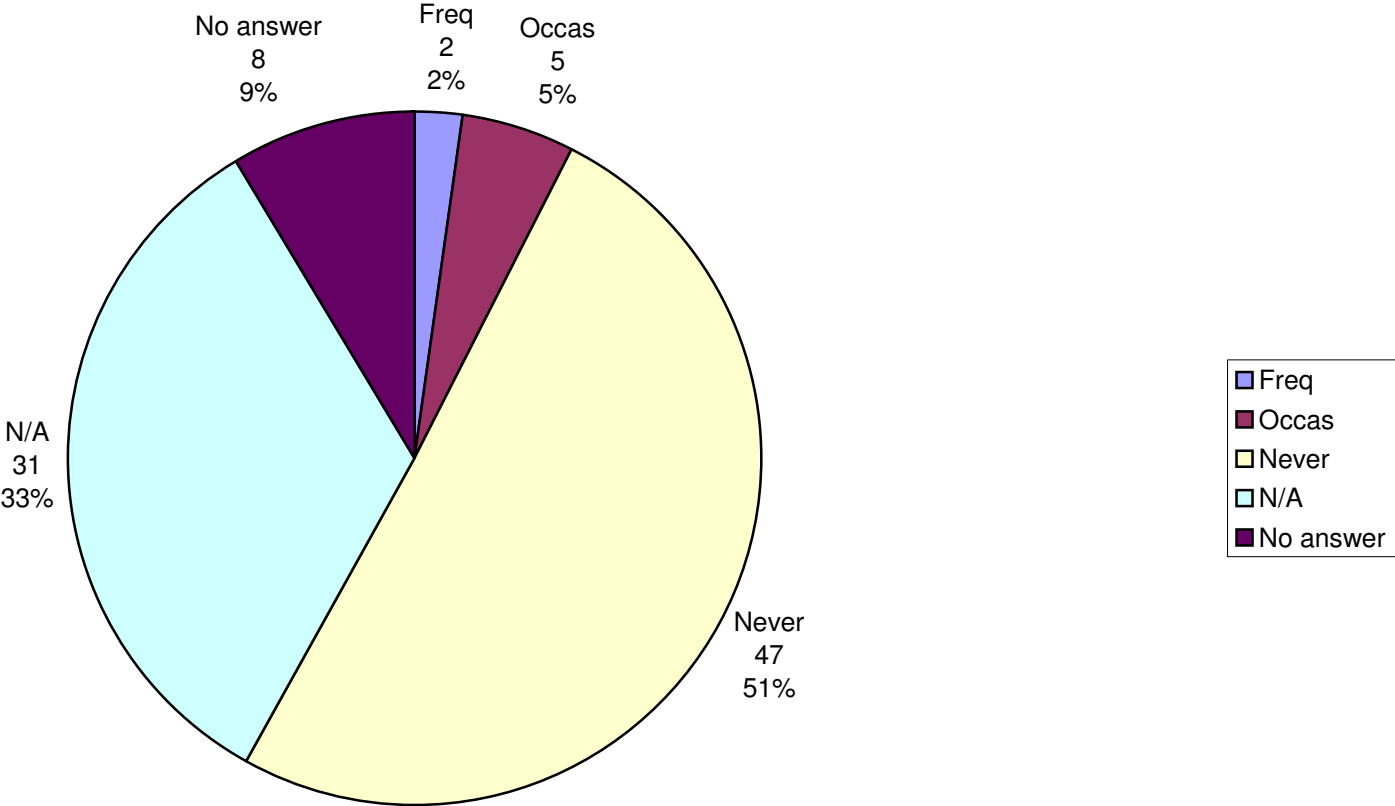
46z



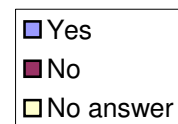
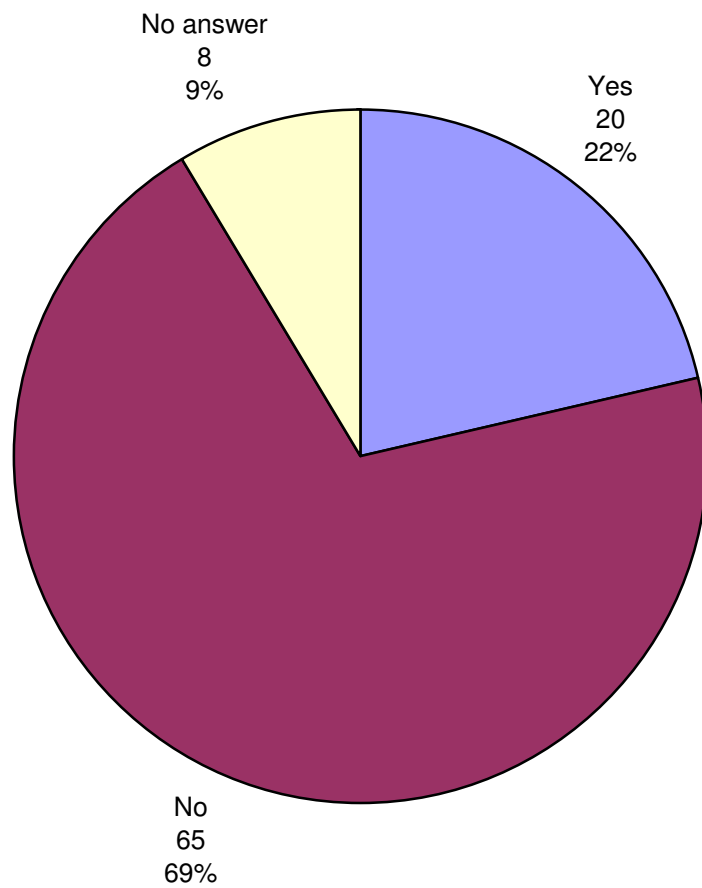
46aa



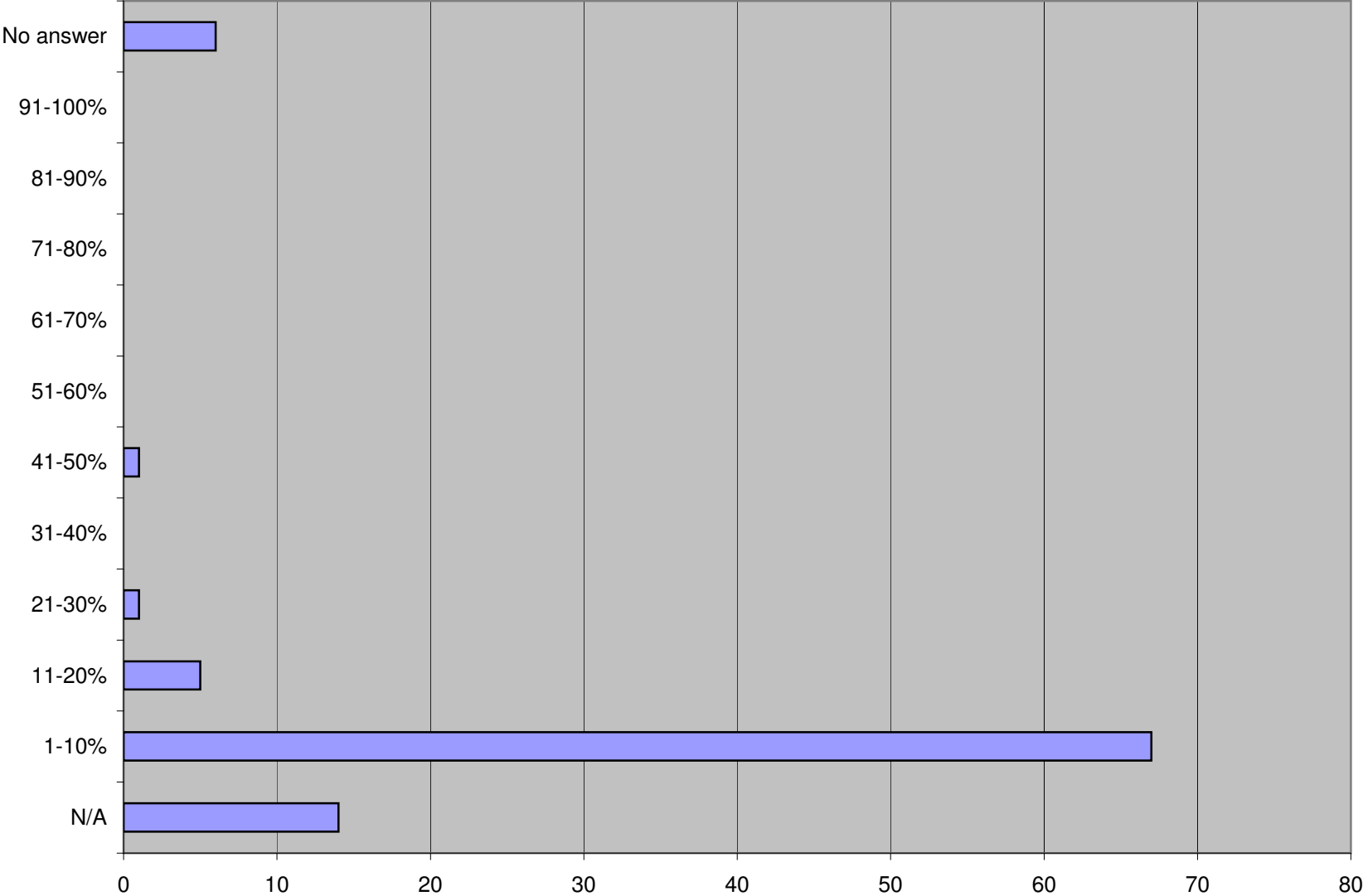
46bb



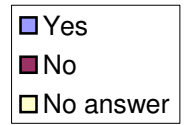
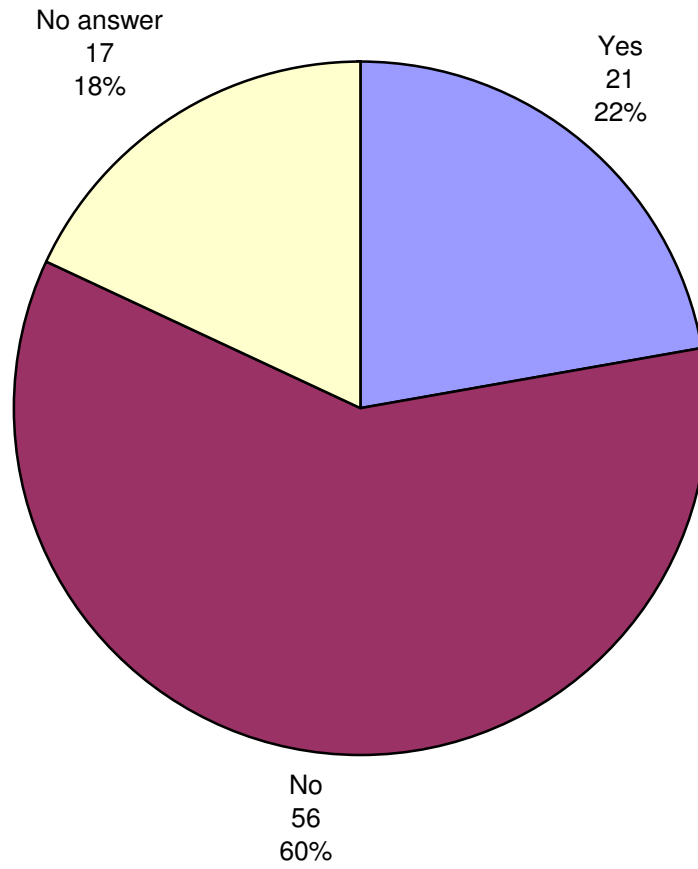
46cc



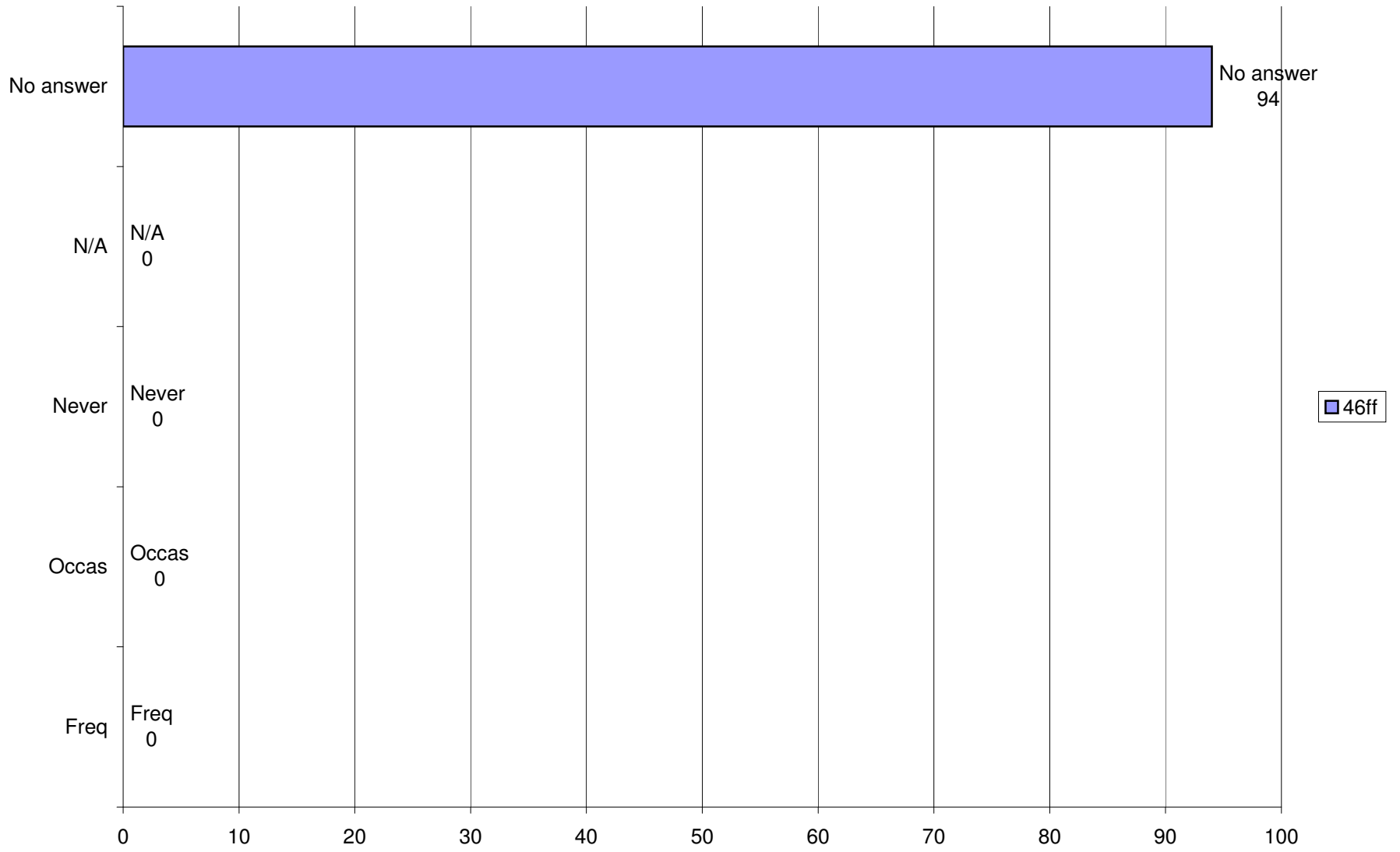
46dd

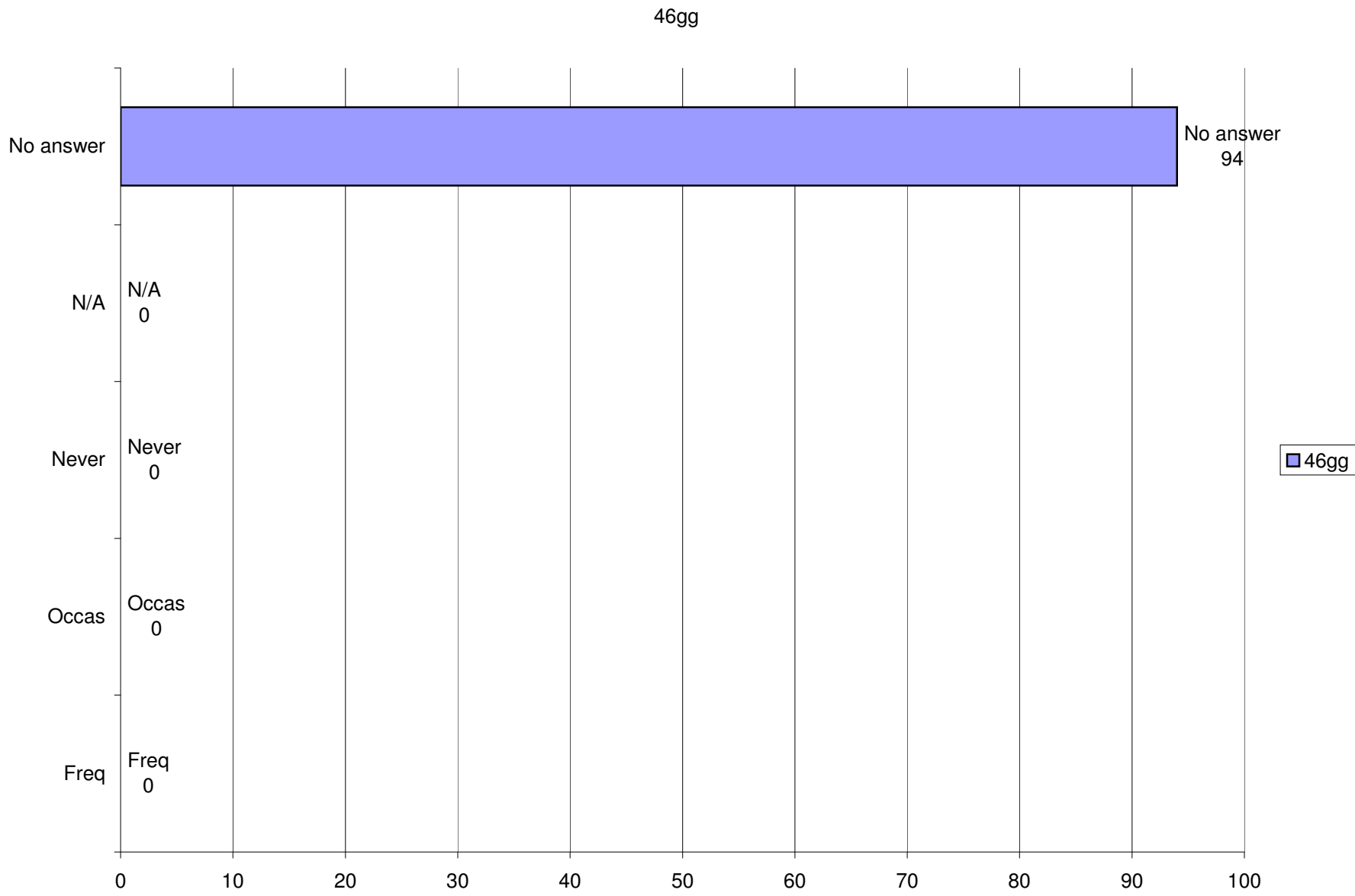


46ee



46ff





Summary		
1 - Job Description		
	Paralegal	75
	Attorney	16
	Legal Adm	1
	No answer	1
2 - Job Location		
	Law Firm	53
	Govt Agency	24
	Court Sys	1
	Corporation	10
	Insurance Co	1
	Other	3
	No answer	2
Practice Area		
	3 - Bankruptcy	24
	3 - Blue-Sky / Securities	2
	3 - Communications	4
	3 - Contracts	28
	3 - Corporate	26
	3 - Ecommerce	2
	3 - Environmental	5
	3 - Family Law	26
	3 - Immigration	6
	3 - Insurance Law	11
	3 - Intellectual Property	8
	3 - International	2
	3 - Labor / Employment	13
	3 - Litigation	50
	3 - Medical Malpractice	12
	3 - Real Estate	12
	3 - Regulatory Practice	22
	3 - Tax	6
	3 - Trusts & Estate	6
	3 - Other	0
	No answer	4
4 - County Location		
	Beaver	1
	Box Elder	0
	Cache	0
	Carbon	0
	Agent	0
	Davis	2
	Duchesne	0
	Emery	0
	Garfield	0
	Iron	0
	Juab	0

Kane	0
Millard	1
Morgan	0
Piute	0
Rich	0
Salt Lake	76
San Juan	0
Sanpete	0
Sevier	0
Summit	1
Tooele	0
Uintah	0
Utah	4
Wasatch	0
Washington	0
Wayne	0
Weber	4
No answer	1
5 - Gender	
Female	80
Male	14
No answer	0
6 - Work Status	
Part Time	3
Full Time	89
Independant	2
No answer	0
7 - No of Paralegals	
00-05	59
6-10	18
11-15	7
16-20	4
21-30	2
31-40	0
41-50	0
51-60	1
61-70	1
71-80	0
80+	1
No answer	1
8 - No of Attorneys	
00-05	33
6-10	18
11-15	9
16-20	0
21-30	6
31-40	4
41-50	5
51-60	2

61-70	0
71-80	2
80+	12
No answer	2
9 - Current Employ Time	
1 yr	11
1-3 yrs	27
4-6 yrs	18
7-10 yrs	11
11-15 yrs	13
16-20 yrs	6
26-30 yrs	5
31+ yrs	1
No answer	2
10 - Time as Paralegal	
1 yr	5
1-5 yrs	15
6-10 yrs	21
11-15 yrs	20
16-20 yrs	11
20+ yrs	8
No answer	13
11 - How Long Paralegal Employed	
1 yr	4
1-5 yrs	4
6-10 yrs	3
11-15 yrs	2
16-20 yrs	2
20+ yrs	2
No answer	77
12 - Minimum Education Required	
No min req	30
Paralegal Cert	31
CLA/PACE	2
Some College	7
2 Yr	2
2 Yr + Cert	8
4 Yr	2
4 Yr + Cert	7
Graduate	0
No answer	5
13 - Minimum Education Belief	
No min req	11
Paralegal Cert	31
CLA/PACE	5
Some College	6
2 Yr	5
2 Yr + Cert	14
4 Yr	7

4 Yr + Cert	10
Graduate	0
No answer	4
14 - Software Choices	
Word Processing	0
Word	71
WordPerfect	63
Other WP	3
Spreadsheet	0
Excel	69
Quatro Pro	17
Other Spreadsheet	6
Database Applications	0
Access	25
DBase	3
Paradox	2
Other DBs	27
Presentation Management	0
Power Point	51
Presentations	10
Other	8
Govt Research	1
Edgar (SEC)	13
Utah.gov	59
Legal Research	0
Lexis/Nexis	48
LoisLaw	9
Westlaw	56
Other Research Tools	19
Practice Management	0
ProLaw	7
Compulaw	1
Amicus	13
Other Practice Mgt	18
Corporate Research Tools	0
Dunn&Bradstreet	10
LivEdgar	7
Other Corp Research	21
Time & Billing Packages	0
TimeSlips	20
Other Billing Software	35
Registered Agent/ Business Entity Management Software	0
NRAI	1
BizFile	1
CSC	3
ASPs (Application Services Provider)	0
CaseCentral	1
LextraNet	1
Virtual Partner	1

Trial Preparation Software	0
Sanction	8
Trial Director	4
Other	9
Practice Area Software	0
Bankruptcy	14
Estate & Trusts Mgt	4
Int Property	3
Tax	3
15 - Education Level	
High School	6
Some College	16
Associate's	22
Bachelor's	27
Master's	6
No answer	15
16 - Paralegal Degree Earned	
Yes	25
No	38
No answer	31
17 - Degree or Cert in Paralegal Studies	
Yes	48
No	12
No answer	34
18 - Completed Certifications	
CLA	8
CLAS	0
RP	0
None	66
No answer	17
19 - Gross Annual Salary	
\$15k-\$20k	7
\$20k-\$25k	1
\$25k-\$30k	15
\$30k-\$35k	9
\$35k-\$40k	16
\$40k-\$45k	8
\$45k-\$50k	11
\$50k-\$55k	10
\$55k-\$60k	7
\$60k-\$65k	2
\$65k-\$70k	1
\$70k-\$75k	1
\$75k-\$80k	0
\$80k +	1
No answer	3
20 - Bonus Structure	
Yes	43
No	49

No answer	2
21 - Raise in Last 12 Months	
Yes	68
No	25
No answer	1
22 - Amount of raise	
\$500-\$1000	24
\$1001-\$1500	13
\$1501-\$2000	9
\$2001-\$2500	7
\$2501-\$3000	2
\$3001-\$3500	0
\$3501-\$4000	0
\$4001-\$4500	1
\$4501-\$5000	0
\$5001-\$5500	0
\$5501 +	2
No answer	33
23 - Percent of Raise	
1-3%	41
4-6%	18
7-10%	3
Over 10%	2
No answer	29
24 - Bonus in last 12 months	
Yes	61
No	27
No answer	6
25 - How is Bonus Determined	
Success of org	23
Fixed % salary	8
Merit	15
# bill hrs	3
Income Gen	8
Yrs Service	2
No answer	30
26 - Is Position Exempt	
Exempt	31
Non-Exempt	52
Contract Service	0
No answer	9
27 - Overtime Compensation	
Money	42
Time Off	19
Both	9
No Comp	20
No answer	4
28 - Hours of OT	
< 10	64

10-20	16
21-30	3
31-40	3
> 40	1
No answer	7
29 - Avg Work Week	
< 10	1
10-20	3
21-30	2
31-40	56
> 40	29
No answer	1
30 - Organization Support	
Membership in the Utah Bar Paralegal Division	42
Membership in Legal Assistants Association of Utah	18
Membership in the National Association of Legal Assistants or other national professional organization	10
Utah State Bar Conferences	25
Attendance at paralegal association conferences	29
In-house professional seminars	27
Outside professional seminars	33
Committee or officer participation in professional associations	16
Advanced degree or certification programs	11
Law school attendance	4
No answer	37
31 - Benefits	
Paid vacation,	80
Sick time or other PTO,	69
401k or other retirement program,	70
Life Insurance,	59
Disability Insurance,	56
Medical,	81
Dental,	66
Vision,	41
Health club membership,	9
Car allowance,	1
Computer/DSL hookups,	9
Cell phone,	6
Child care,	2
Dry cleaning service,	1
Parking/transportation costs,	37
Work from home opportunities,	18
Other (please specify)	0
No answer	6
32 - Vacation vs Time In Service	
Yes	74
No	19
No answer	1
33 - No of Paid Holidays	
0-3	8

4-6	11
7-10	43
10+	29
No answer	2
34 - Billable Hr Requirements	
N/A	60
Under 500	1
500-1000	0
1001-1500	4
1501-2000	10
2000+	0
No answer	16
35 - Billable Hr Requirement for Paralegals	
N/A	24
Under 500	0
500-1000	3
1001-1500	5
1501-2000	1
2000+	0
No answer	61
36 - Billing Requirement App	
Expected	21
Varies	5
No answer	61
37 - % of Time Billable	
N/A	22
1-10	3
11-20	1
21-30	4
31-40	5
41-50	4
51-60	5
61-70	5
71-80	13
81-90	9
91-100	11
No answer	12
38 - % time non billable	
N/A	38
1-10	27
11-20	2
21-30	4
31-40	3
41-50	4
51-60	1
61-70	0
71-80	0
81-90	0
91-100	1

No answer	14
39 - % time Administrative Tasks	
N/A	23
1-10	24
11-20	12
21-30	7
31-40	6
41-50	3
51-60	0
61-70	1
71-80	1
81-90	0
91-100	1
No answer	15
40 - Are Your Hrs Billed to Clients	
N/A	18
Yes	53
No	13
No answer	10
41 - Do Bill Rates Vary	
Yes	22
No	45
No answer	26
42 - Hourly Billing Rate	
\$8-10	1
\$11-14	0
\$15-25	2
\$26-35	4
\$36-45	1
\$46-55	4
\$56-65	10
\$66-75	8
\$76-85	5
\$86-95	6
\$96+	9
No answer	38
43 - Freelance Hourly Billing Rate	
\$8-10	1
\$11-14	0
\$15-25	1
\$26-35	1
\$36-45	0
\$46-55	0
\$56-65	0
\$66-75	1
\$76-85	1
\$86-95	1
\$96+	0
No answer	85

ff-Delegate Billables to 3rd Party		
Always		13
Sometimes		30
Never		10
N/A		32
No answer		8
gg How Many Hours Assigned to 3rd Party		
1-5		32
6-10		5
11-15		1
No answer		49
44 - Type of Training		
Ethics,		24
Time management,		10
Standard computer applications,		40
Specialized computer applications,		35
LEXIS and/or WESTLAW,		41
Billing practices,		14
Practice area-specific training,		20
Cite checking,		9
Supervisory training,		8
Research,		18
Legal/business writing,		9
Litigation support, Other		17
N/A,		24
No answer		14
45 - Interest Areas For CLE		
Annual Convention-Sun Valley, ID,		21
Spring Convention (Formerly Mid-Year)		27
Fall Forum Salt Lake City,		39
Brown Bag Seminars or other half-day seminars sponsored by USBPD LAU		52
No answer		31
46 - List of Duties		
46a		
Freq		55
Occas		19
Never		9
N/A		4
No answer		5
46b		
Freq		55
Occas		22
Never		7
N/A		2
No answer		6
46c		
Freq		15
Occas		54
Never		13

N/A	7
No answer	5
46d	
Freq	36
Occas	26
Never	17
N/A	9
No answer	5
46e	
Freq	32
Occas	28
Never	15
N/A	11
No answer	5
46f	
Freq	68
Occas	17
Never	2
N/A	1
No answer	5
46g	
Freq	28
Occas	24
Never	22
N/A	9
No answer	7
46h	
Freq	43
Occas	24
Never	11
N/A	6
No answer	7
46i	
Freq	32
Occas	29
Never	18
N/A	8
No answer	6
46j	
Freq	40
Occas	28
Never	11
N/A	9
No answer	5
46k	
Freq	49
Occas	23
Never	10
N/A	6

No answer	5
46l	
Freq	17
Occas	35
Never	26
N/A	9
No answer	6
46m	
Freq	20
Occas	51
Never	17
N/A	1
No answer	5
46n	
Freq	27
Occas	30
Never	21
N/A	10
No answer	6
46o	
Freq	14
Occas	39
Never	25
N/A	8
No answer	6
46p	
Freq	26
Occas	35
Never	16
N/A	7
No answer	8
46q	
Freq	34
Occas	28
Never	19
N/A	6
No answer	5
46r	
Freq	11
Occas	27
Never	38
N/A	7
No answer	7
46s	
Freq	9
Occas	16
Never	41
N/A	18
No answer	6

46t	
Freq	4
Occas	11
Never	49
N/A	23
No answer	6
46u	
Freq	31
Occas	25
Never	23
N/A	6
No answer	8
46v	
Freq	9
Occas	15
Never	51
N/A	11
No answer	6
46w	
Freq	19
Occas	29
Never	29
N/A	6
No answer	9
46x	
Freq	11
Occas	23
Never	40
N/A	13
No answer	6
46y	
Freq	3
Occas	13
Never	45
N/A	26
No answer	7
46z	
Yes	69
No	20
No answer	5
46aa	
Freq	6
Occas	11
Never	43
N/A	26
No answer	7
46bb	
Freq	2
Occas	5

Never	47
N/A	31
No answer	8
46cc	
Yes	20
No	65
No answer	8
46dd	
N/A	14
1-10%	67
11-20%	5
21-30%	1
31-40%	0
41-50%	1
51-60%	0
61-70%	0
71-80%	0
81-90%	0
91-100%	0
No answer	6
46ee	
Yes	21
No	56
No answer	17
46ff	
Freq	0
Occas	0
Never	0
N/A	0
No answer	94
46gg	
Freq	0
Occas	0
Never	0
N/A	0
No answer	94