STATE BAR OF TEXAS

Department of Research and Analysis

2010 Paralegal Division Compensation Survey

This is the salary survey results report on paralegals in Texas in 2010: their work, compensation, and benefits. Statistics are presented on the organizations or firms paralegals work in, paralegals' salaries, how billing for paralegal work is done, paralegals' education and certification(s), and employee benefits.

This report is of all paralegals across Texas. Geographic areas are presented by Metropolitan Statistical Areas (MSA)[1] for select data. Details on the MSAs can be found at the back of the report.

The information in this report was gathered in the 2010 State Bar of Texas Paralegal Division Compensation Survey, which was available to the members of the State Bar of Texas Paralegal Division and other invited groups from November 15, 2010 through December 15, 2010. The survey was conducted online through the Paralegal Division website. There were 1,425 completed surveys that were used for this report.

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[1] Texas State Data Center and Office of the State Demographer. *Texas County Cross-Reference* (Online), http://www.txsdc.utsa.edu/reference/georef/county_master.php, San Antonio, TX: Texas State Data Center and Office of the State Demographer, Institute for Demographic and Socioeconomic Research, University of Texas at San Antonio, January, 2011.

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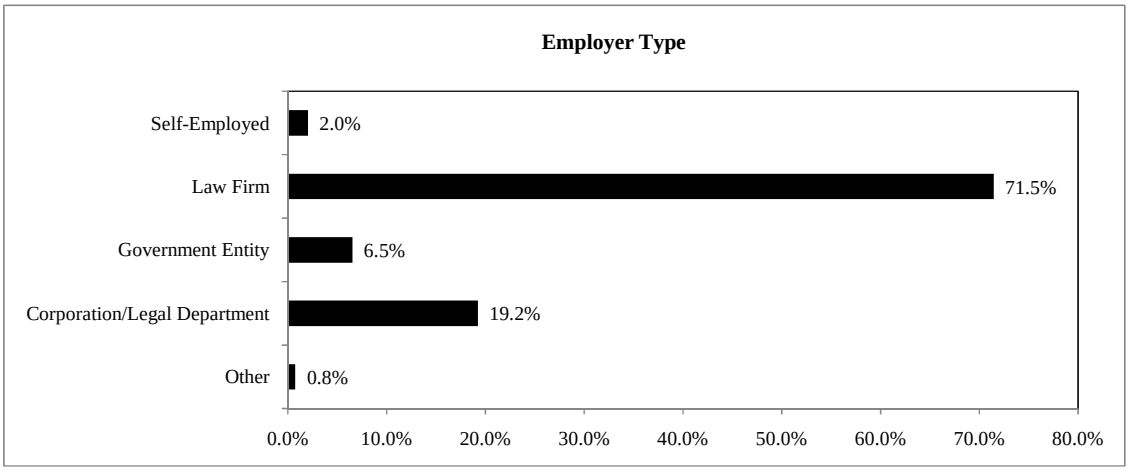
Section 1: Firm/Organization Structure

1.1. What type of organization are you employed by?



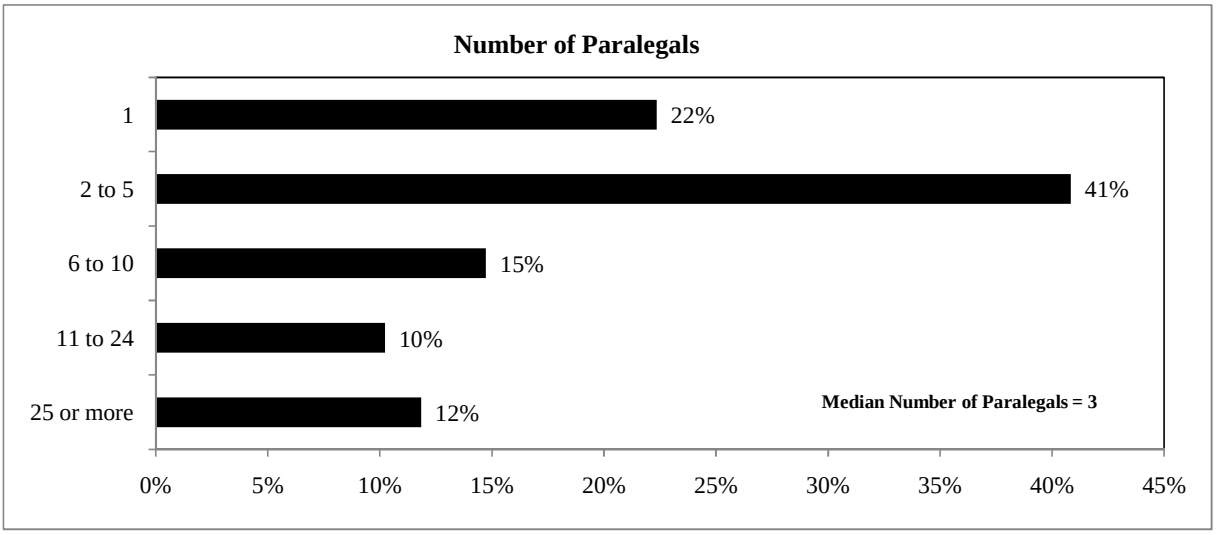
1.2. Check up to three major areas of law in which you work

Numbers in the table below are percentages[1] of respondents selecting a particular area of law. Respondents were allowed to up to three selections.

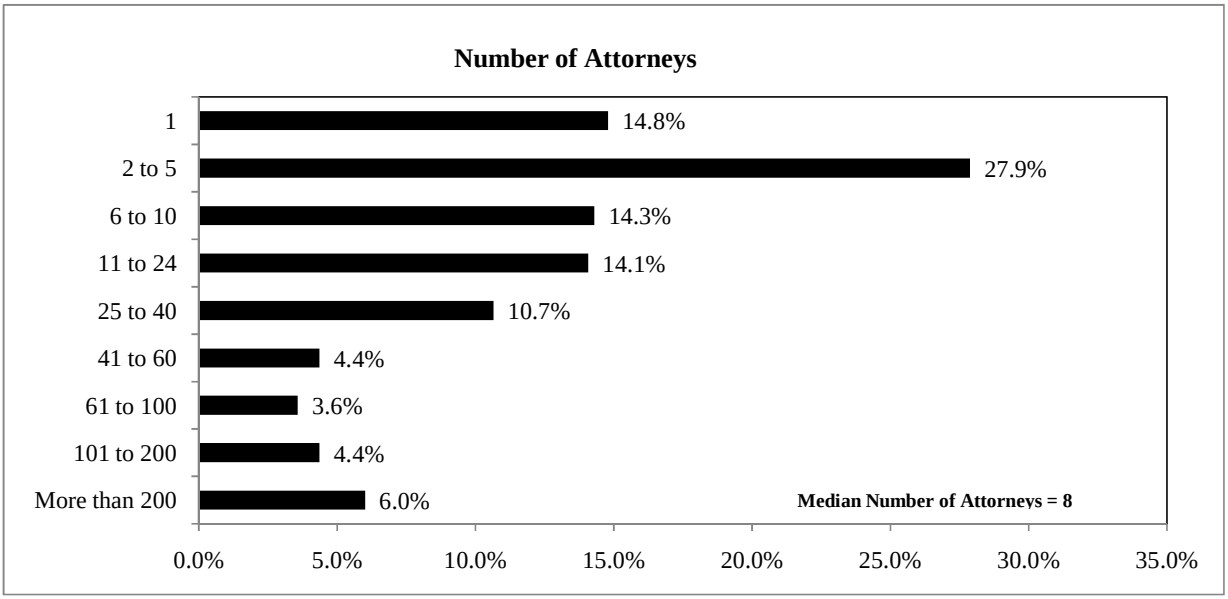
Areas Of Law	Percentage Responding All Districts (N=1,425)
Administrative Law	6.0%
Bankruptcy Law	4.5%
Commercial/Contract Law	16.0%
Corporate Law	17.8%
Criminal Law	8.9%
Estate Planning/Probate Law	11.1%
Family Law	21.3%
Insurance Law	7.9%
Intellectual Property Law	7.2%
Labor/Employment Law	9.5%
Litigation	42.6%
Medical Malpractice Law	5.3%
Personal Injury Law	19.9%
Products Liability Law	6.0%
Real Estate Law	11.1%
Toxic Tort	2.9%
Other	12.6%

[1]Note that percentages will not sum to 100, as respondents were allowed more than one selection

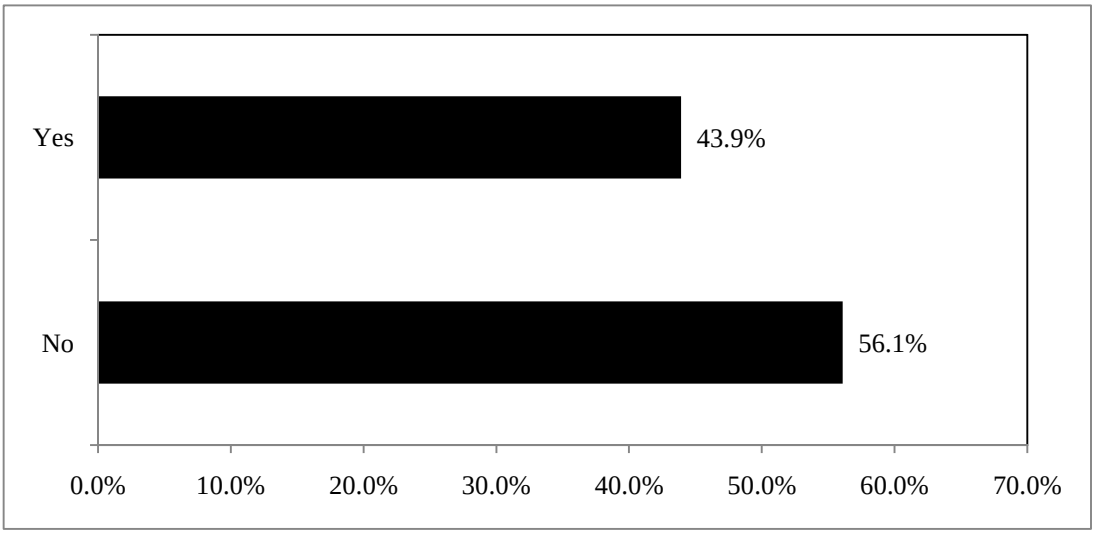
1.3. How many paralegals are in your organization/firm?



1.4. How many attorneys are in your organization/firm?



1.5. Do you have the ability to telecommute at your organization?

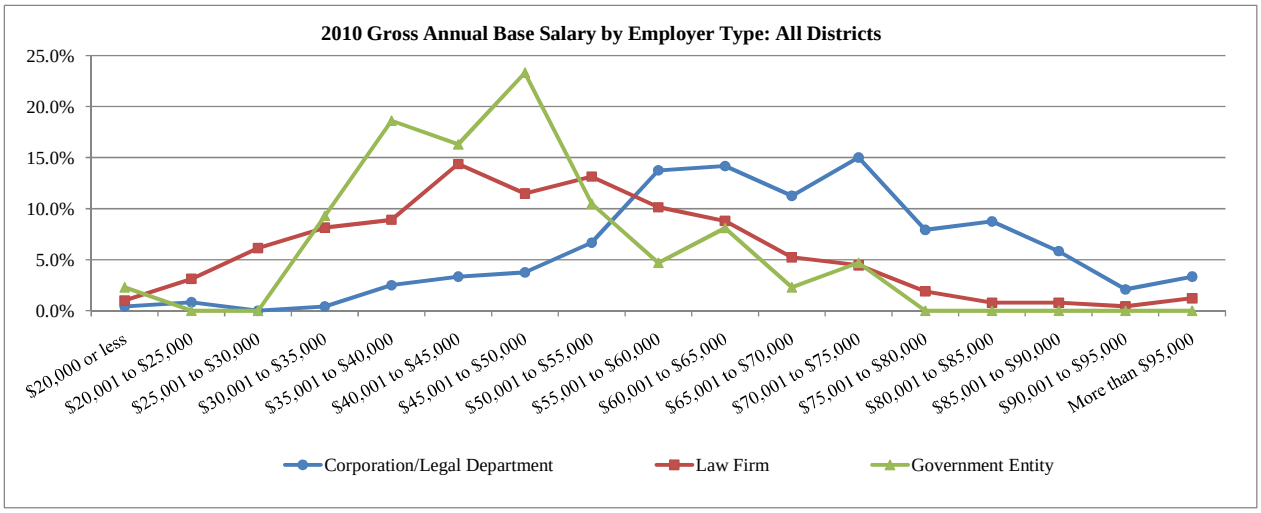


Section 2: Salary Structure

2.1. What is the gross amount of your annual base salary?

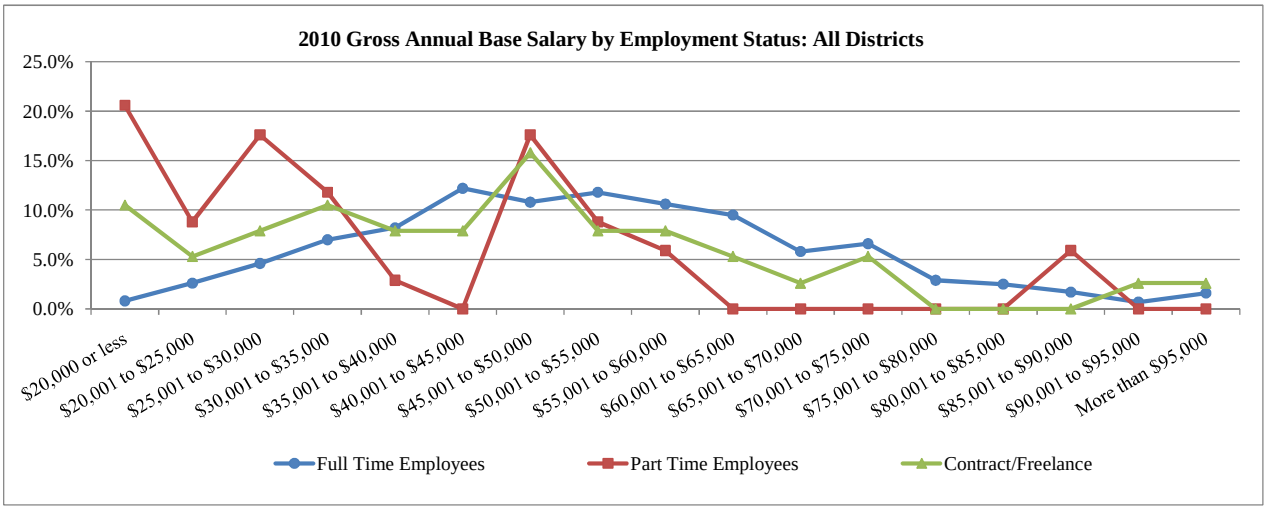
The following tables or graphs are for full time employees only. These only include respondents who indicated they were "Full time employees" in question 4.1. The following tables and graphs (page 8 and 9) include part time and contract/freelance respondents. The remainder of the Salary section includes only full time employees.

2010 Gross Annual Base Salary by Employer Type: All Districts Full Time Employees Only	Percentage Responding		
	Corporation/ Legal Department (N = 252)	Law Firm (N = 949)	Government Entity (N = 87)
$20,000 or less	0.4%	1.0%	2.3%
$20,001 to $25,000	0.8%	3.1%	0.0%
$25,001 to $30,000	0.0%	6.1%	0.0%
$30,001 to $35,000	0.4%	8.1%	9.3%
$35,001 to $40,000	2.5%	8.9%	18.6%
$40,001 to $45,000	3.3%	14.4%	16.3%
$45,001 to $50,000	3.8%	11.5%	23.3%
$50,001 to $55,000	6.7%	13.1%	10.5%
$55,001 to $60,000	13.8%	10.1%	4.7%
$60,001 to $65,000	14.2%	8.8%	8.1%
$65,001 to $70,000	11.3%	5.2%	2.3%
$70,001 to $75,000	15.0%	4.5%	4.7%
$75,001 to $80,000	7.9%	1.9%	0.0%
$80,001 to $85,000	8.8%	0.8%	0.0%
$85,001 to $90,000	5.8%	0.8%	0.0%
$90,001 to $95,000	2.1%	0.4%	0.0%
More than $95,000	3.3%	1.2%	0.0%
Median Gross Annual Salary	$66,852	$48,641	$45,751



2.1. What is the gross amount of your annual base salary? (Continued)

2010 Gross Annual Base Salary by Employment Status: All Districts	Percentage Responding		
	Full Time Employees (N = 1,324)	Part Time Employees (N = 34)	Contract/ Freelance (N = 38)
$20,000 or less	0.8%	20.6%	10.5%
$20,001 to $25,000	2.6%	8.8%	5.3%
$25,001 to $30,000	4.6%	17.6%	7.9%
$30,001 to $35,000	7.0%	11.8%	10.5%
$35,001 to $40,000	8.2%	2.9%	7.9%
$40,001 to $45,000	12.2%	0.0%	7.9%
$45,001 to $50,000	10.8%	17.6%	15.8%
$50,001 to $55,000	11.8%	8.8%	7.9%
$55,001 to $60,000	10.6%	5.9%	7.9%
$60,001 to $65,000	9.5%	0.0%	5.3%
$65,001 to $70,000	5.8%	0.0%	2.6%
$70,001 to $75,000	6.6%	0.0%	5.3%
$75,001 to $80,000	2.9%	0.0%	0.0%
$80,001 to $85,000	2.5%	0.0%	0.0%
$85,001 to $90,000	1.7%	5.9%	0.0%
$90,001 to $95,000	0.7%	0.0%	2.6%
More than $95,000	1.6%	0.0%	2.6%
Median Gross Annual Salary	51,571	31,251	45,000



2.1. What is the gross amount of your annual base salary? (Continued)

	2010 Median Salary
	Median Salary by Region
	Full Time Employees
Region	
Houston-Baytown-Sugarland MSA	**$59,583** (N = 346)
Dallas-Fort Worth-Arlington MSA	**$56,714** (N = 357)
Austin-Round Rock MSA	**$59,750** (N = 179)
San Antonio MSA	**$45,000** (N = 100)
El Paso MSA	**$41,876** (N = 42)
Corpus Christi MSA	**$38,750** (N = 11)
Beaumont-Port Arthur MSA	**$42,292** (N = 43)
Central Texas MSAs	**$33,334** (N = 44)
East & NE Texas MSAs	**$41,251** (N = 82)
South Texas MSAs	**$41,251** (N = 13)
West Texas MSAs	**$44,039** (N = 71)
Non-Metro Areas	**$34,063** (N = 35)

2.2. If you began work during the past year with no prior legal experience, what was your starting base salary?

Starting Annual Base Salary Full Time Employees Only	Percentage Responding All Districts (N = 129)
Less than $20,000	17.8%
$20,001 to $25,000	23.3%
$25,001 to $30,000	19.4%
$30,001 to $35,000	16.3%
More than $35,000	23.3%
Median Starting Annual Salary	$27,301

2.3. How frequently do you receive a salary review?

Frequency of Salary Review Full Time Employees Only	Percentage Responding All Districts (N = 1,312)
Every six months	2.0%
Once a year	61.3%
No set schedule	23.2%
Unknown	7.8%
Not Applicable	5.7%

2.4. Does your employer compensate for overtime?

Compensation for Overtime Full Time Employees Only	Percentage Responding All Districts (N = 1,313)
Yes	63.8%
No	31.2%
Unknown	1.2%
Not Applicable	3.8%

2.5. If you are compensated for overtime, select the way(s) in which it is disbursed.

Overtime Disbursement Full Time Employees Only	Percentage Responding All Districts (N = 980)
Paid overtime at a straight salary rate	9.0%
Paid overtime at a higher rate	71.6%
Choice of pay or time off	5.3%
Compensatory time off	12.8%
Not applicable	1.2%

2.6. In your position as a paralegal, is there a possibility of a promotion within your firm/organization?

Possibility of Promotion within Firm Full Time Employees Only	Percentage Responding All Districts (N = 1,312)
Yes	14.3%
No	75.5%
Unknown	10.2%

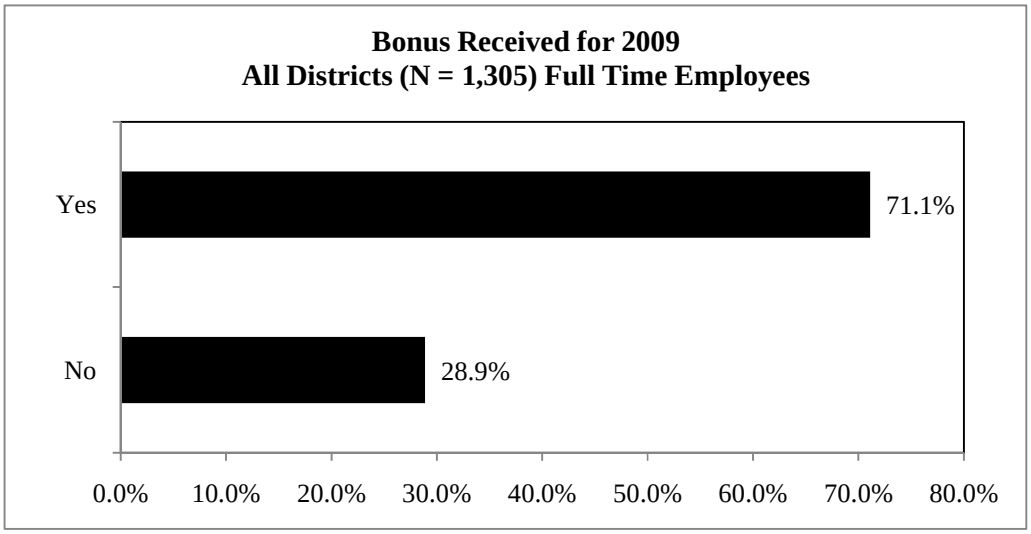
2.7. Is there a maximum salary for your position?

Maximum Salary for Position Full Time Employees Only	Percentage Responding All Districts (N = 1,315)
Yes	16.7%
No	26.3%
Unknown	56.3%
Not Applicable	0.7%

2.8. What is the percentage amount of your salary increase in 2010 (over what you earned in 2009)? (Including cost of living increase or merit increase, but not bonuses or overtime)?

Percentage Salary Increase in 2010 (Over 2009 Salary) Full Time Employees Only	Percentage Responding All Districts (N = 1,284)
0-1%	35.2%
2-4%	36.4%
5-6%	7.2%
7-8%	1.9%
9-10%	2.3%
More than 10%	2.3%
Not applicable	14.7%
Median Percent Salary Increase	3%

2.9. Did you receive a bonus(es) in 2009?



2.10. If you received a bonus(es) in 2009, what was the total dollar amount of your bonus(es) in 2009?

The table below includes only those respondents who indicated they received a bonus in 2009, question 2.9.

Total Dollar Amount of 2009 Bonus Full Time Employees Only (Who Received Bonus)	Percent Responding All Districts (N = 921)
$1,000 or less	27.9%
$1,001 - $2,500	28.9%
$2,501 - $5,000	21.8%
$5,001 - $7,500	8.4%
$7,501 - $10,000	5.2%
More than $10,000	7.6%
Not applicable	0.2%
Median 2009 Bonus	$2,148

2.11. If you received a bonus(es), how is your bonus(es) determined?

Number in the table below are percentages[1] of respondents selecting the listed reasons for receiving a bonus in 2009, and indicated they received a bonus in 2009, question 2.9.

How 2009 Bonus was Determined Full Time Employees Only (Who Received a Bonus)	Percentage Responding All Districts (N = 928)
Performance/merit	44.1%
Length of time with employer	34.4%
Set dollar amount	14.0%
By percentage or formula	20.7%
Number of hours billed	12.5%
Income earned for your employer	18.2%
Unknown	26.2%
Not Applicable	1.4%

[1] Note that percentages will not sum to 100, as respondents were allowed more than one selection.

Section 3: Billing

3.1. Are you required to bill a minimum number of hours?

Have a Minimum Billing Requirement Full Time Employees Only	Percentgae Responding All Districts (N = 1,317)
Yes	28.3%
No	62.0%
Not Applicable	9.6%

3.2. If you have a billable requirement, how many hours per week are you required to bill?

The table below includes only respondents who indicated they have a minimum billing requirement in question 3.1.

Minimum Billable Hours Requirement Full Time Employees Only	Percentage Responding All Districts (N = 368)
0-20 hours	9.5%
21-30 hours	24.5%
31-40 hours	59.8%
41+ hours	3.8%
Not applicable	2.4%
Median Billable Hours Requirement	33

3.3. If you have a billable requirement, are you required to account for administrative hours?

The table below includes only respondents who indicated they have a minimum billing requirement in question 3.1.

Required to Account for Administrative Hours Full Time Employees Only	Percentage Responding All Districts (N = 366)
Yes	66.4%
No	31.4%
Not Applicable	2.2%

3.4. Are your billable hours charged at an hourly rate?

Billable Hours Charged at Hourly Rate Full Time Employees Only	Percentage Responding All Districts (N = 1,093)
Yes	71.4%
No	1.5%
Unknown	0.6%
Not Applicable	26.5%

3.5. If your time is billed at an hourly rate, what is the dollar amount of your hourly billing rate?

The table below includes only respondents who indicated their billable hours are charged at an hourly rate in question 3.4.

Billable Hours Hourly Rate Full Time Employees Only	Percentage Responding All Districts (N = 779)
$36 to $50	3.1%
$51 to $65	2.8%
$66 to $80	16.4%
$81 to $95	15.1%
$96 to $110	16.2%
$111 to $125	17.1%
More than $125	27.0%
Unknown	2.1%
Not applicable	0.3%
Median Hourly Rate	$107

3.5. If your time is billed at an hourly rate, what is the dollar amount of your hourly billing rate? Continued

The table below includes only respondents who indicated their billable hours are charged at an hourly rate in question 3.4.

	2010 Median Hourly Rates
	Median Hourly Rates by Region
	Full Time Employees
Region	
Houston-Baytown-Sugarland MSA	**$108** (N = 176)
Dallas-Fort Worth-Arlington MSA	**$118** (N = 222)
Austin-Round Rock MSA	**$120** (N = 113)
San Antonio MSA	**$107** (N =64)
El Paso MSA	**$89** (N = 25)
Corpus Christi MSA	**$73** (N = 6)
Beaumont-Port Arthur MSA	**$84** (N = 24)
Central Texas MSAs	**$88** (N = 27)
East & NE Texas MSAs	**$80** (N = 47)
South Texas MSAs	**$76** (N = 9)
West Texas MSAs	**$95** (N = 52)
Non-Metro Areas	**$80** (N = 14)

3.6. Does your firm bill for paralegals at different rates?

Firm Bills for Paralegals at Different Rates Full Time Employees Only	Percentage Responding All Districts (N = 1,147)
Yes	46.5%
No	23.1%
Unknown	6.7%
Not Applicable	23.7%

3.7. If your firm bills for paralegals at different rates, please state the following:

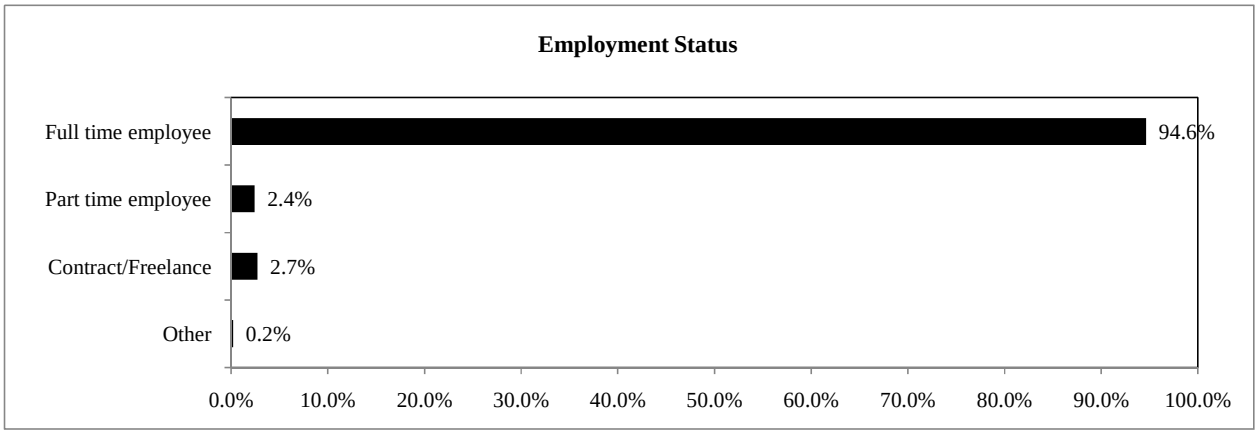
Numbers in the table below are percentages[1] of respondents selecting the listed reasons for billing for paralegals at different rates. Results are limited to those who indicated their firms bill for paralegals at different rates in question. 3.6.

Reasons for Different Rates Full Time Employees Only	Percentage Responding All Districts (N = 711)
Rates based on the paralegal's experience	48.7%
Rates based on the type of case	32.6%
Other	18.0%
Not applicable	0.7%

[1] Note that percentages will not sum to 100, as respondents were allowed more than one selection.

Section 4: Education/Experience/Professionalism

4.1. What is your employment status?



4.2. Please select any paralegal training you have received.

Numbers in the table below are percentages[1] of respondents selecting the listed levels of paralegal training.

Paralegal Training	Percentage Responding All Districts (N = 1,425)
Associate's Degree in Paralegal Studies	25.1%
Bachelor's Degree in Paralegal Studies	5.6%
Master's degree in Paralegal Studies	1.2%
On the job training	54.9%
Courses in a paralegal program	22.3%
Completed paralegal certificate program	44.4%
Legal courses at college while obtaining a degree	12.6%
Other	13.8%
None	1.1%

4.3. What is your highest level of education?

Highest Level of Education	Percentage Responding All Districts (N = 1,415)
High School-GED	4.1%
Paralegal certificate	7.8%
Less than 1 year of college	4.5%
Less than 2 years of college	14.0%
Associate's Degree	25.2%
Bachelor's Degree	38.3%
Master's Degree	6.0%
PhD	0.2%

[1] Note that percentages will not sum to 100, as respondents were allowed more than one selection.

4.4. How many years of experience do you have as a paralegal?

Years of Experience as a Paralegal	Percentage Responding All Districts (N = 1,407)
Less than 1 year	2.0%
1 year	1.0%
2-5 years	12.0%
6-10 years	17.0%
11-15 years	17.0%
16-20 years	18.0%
More than 20 years	32.0%
Median Years Paralegal Experience	15

4.5. How many years have you worked in the field of law?

Years of Experience in Law	Percentage Responding All Districts (N = 1,394)
Less than 1 year	2.1%
1 year	1.0%
2-5 years	10.0%
6-10 years	15.9%
11-15 years	15.5%
16-20 years	16.4%
More than 20 years	39.0%
Median Years Legal Experience	17

4.6. How many years have you been employed as a paralegal with your present employer?

Years as Paralegal With Present Employer	Percentage Responding All Districts (N = 1,404)
Less than 1 year	11.7%
1 year	7.0%
2-5 years	36.2%
6-10 years	21.3%
11-15 years	11.8%
16-20 years	5.8%
More than 20 years	6.3%
Median Years With Present Employer	5

4.7. Please select the certification exams you have taken.

Numbers in the table below are percentages[1] of respondents indicating they have taken the various certification exams.

Certification Exams Taken	Percentage Responding All Districts (N = 1,425)
TBLS	12.6%
NALA	25.5%
NFPA	1.1%
None of the Above	63.5%

[1] Note that percentages will not sum to 100, as respondents were allowed more than one selection.

Section 5: Benefit Package

5.1. How many sick/personal days do you receive per year?

Number of Sick/Personal Days per Year	Percentage Responding All Districts (N = 1,397)
None	12.2%
1-3 days	5.4%
4-6 days	28.7%
7-10 days	30.5%
More than 10 days	23.1%
Median Number of Sick/Personal Days	7

5.2. How many vacation days do you receive per year of service?

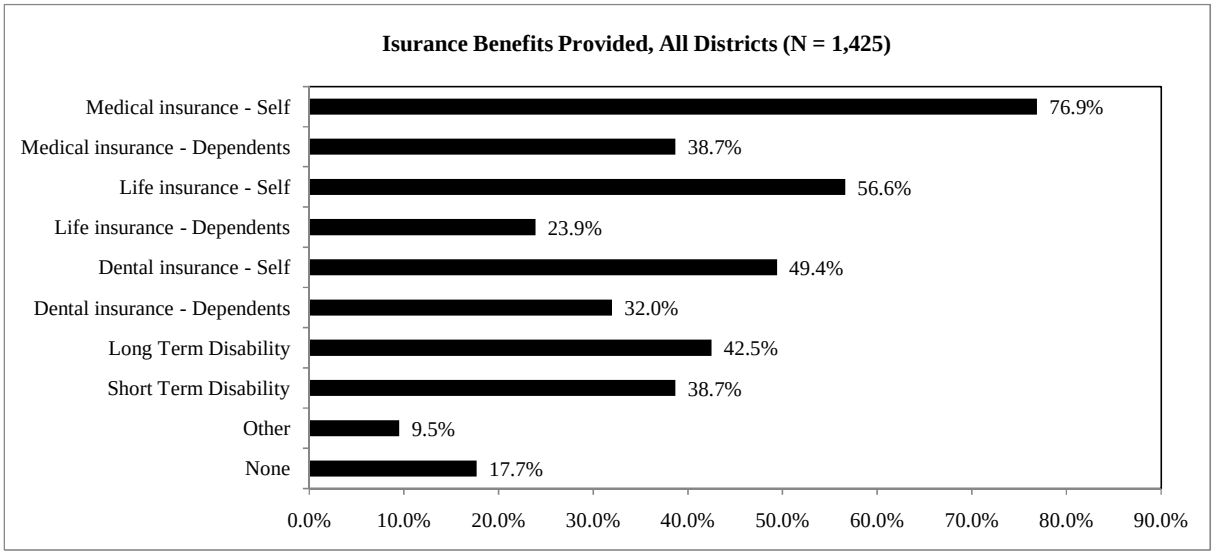
Number of Vacation Days per Year	Percentage Responding All Districts (N = 1,379)
None	6.2%
1-5 days	11.5%
6-10 days	26.3%
11-15 days	29.9%
16-20 days	14.9%
More than 20 days	11.2%
Median Number of Vacation Days	12

5.3. How many paid holidays does your employer off per year?

Number of Paid Holidays per Year	Percentage Responding All Districts (N = 1,402)
None	3.0%
1-5 days	22.2%
6-10 days	63.3%
More than 10 days	11.5%
Median Number of Paid Holidays	8

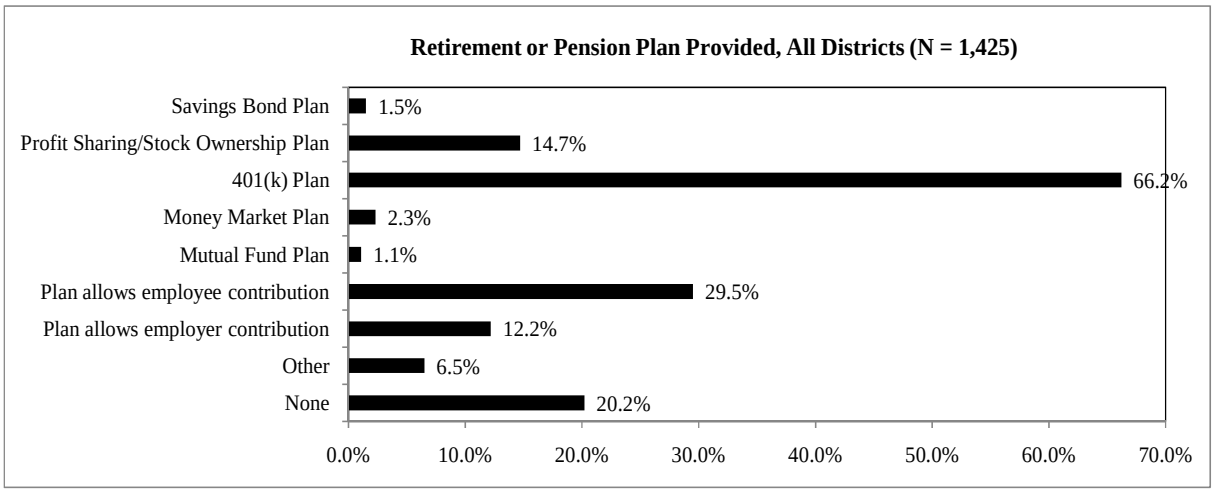
5.4. Select the insurance benefits provided by your employer.

Numbers in the chart below are percentages[1] of respondents selecting the listed insurance benefits.



5.5. Select the retirement or pension plan provided by your employer.

Numbers in the chart below are percentages[1] of respondents selecting the listed insurance benefits.



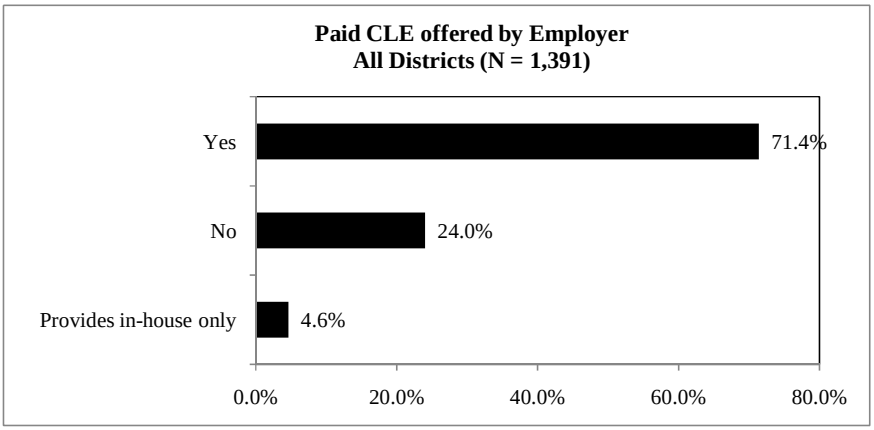
[1] Note that percentages will not sum to 100, as respondents were allowed more than one selection.

5.6. Select the amount of unpaid maternity/paternity leave provided by your employer.

Amount of Unpaid Maternity/Paternity Leave	Percentage Responding All Districts (N = 1,351)
0-2 weeks	7.1%
3-6 weeks	14.1%
7-10 weeks	3.6%
11-12 weeks	9.8%
More than 12 weeks	1.4%
Unknown	64.0%
Median Number of weeks	5

Section 6: Professional Benefits

6.1. Does your employer provide paid CLE?



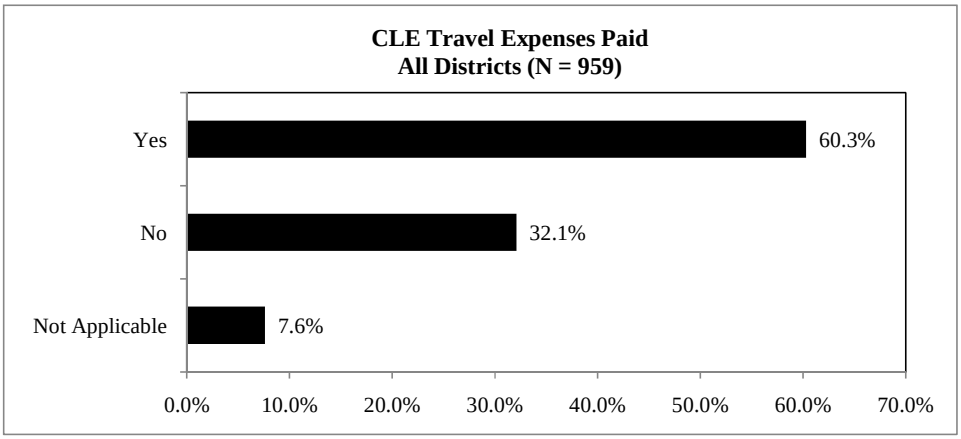
6.2. If your employer provides paid CLE, how many hours per year?

The table below includes only those respondents who answered "Yes" to question 7.1.

Paid CLE Hours per Year	Percentage Responding All Districts (N = 953)
1 to 10	43.9%
11 to 20	30.0%
More than 20	14.3%
Not applicable	11.9%
Median CLE Hours Paid	13

6.3. If your employer provides paid CLE, does it pay for associated travel expenses?

The table below includes only those respondents who answered "Yes" to question 7.1.



6.4. Select the professional dues paid by your employer on your behalf.

Numbers in the table below are percentages[1] of respondents selecting the listed professional dues paid by their employer.

Professional Dues Paid by Employer	Percentage Responding All Districts (N = 1,425)
American Bar Association dues	6.5%
Paralegal Division - State Bar of Texas	46.5%
Local paralegal association dues	48.6%
NALA/NFPA dues	20.7%
Other	7.4%
None	25.7%

6.5. Does your employer support active participation in one or more professional associations?

Employer Supports Active Participation in Proffessional Associations	Percentage Responding All Districts (N = 1,370)
Yes	68.0%
No	13.7%
Yes, but only on my own time	18.3%

6.6. Does your employer provide technology training?

Employer Provides Technology Training	Percentage Responding All Districts (N = 1,406)
Yes	60.8%
No	39.2%

[1] Note that percentages will not sum to 100, as respondents were allowed more than one selection.

Section 7: Demographics

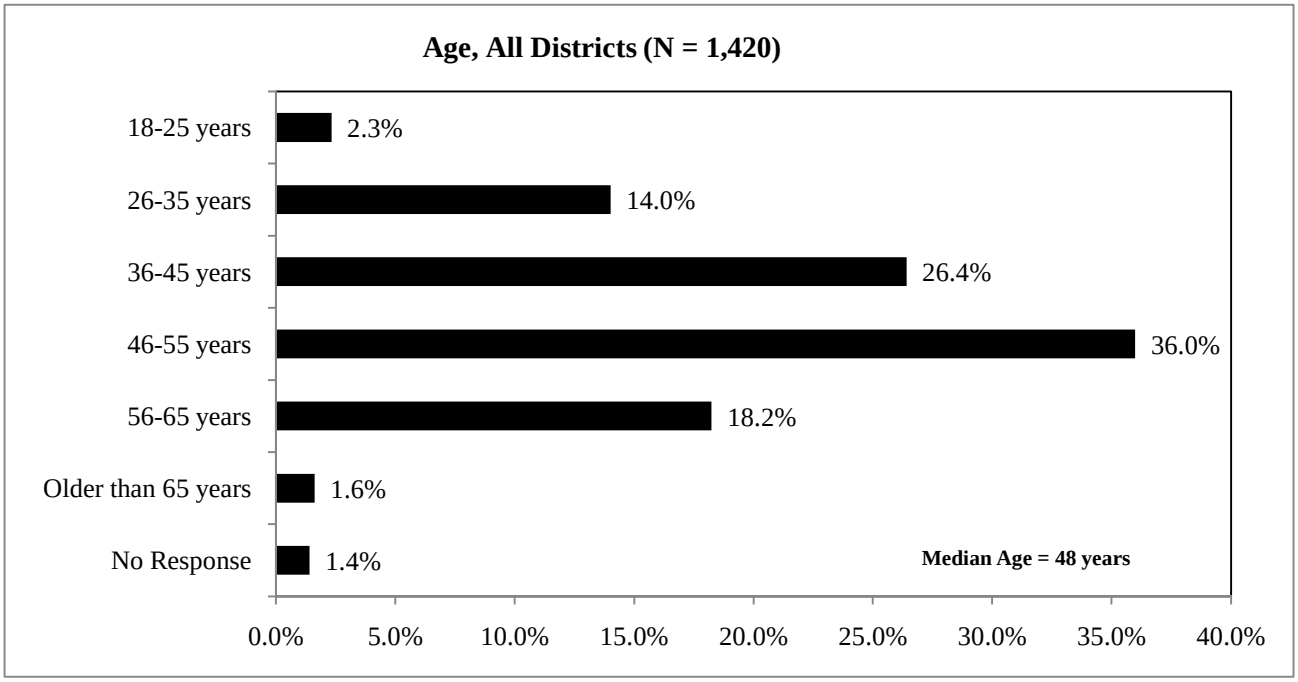
7.1. What is your Race/Ethnicity?

Race/Ethnicity	Percentage Responding All Districts (N = 1,419)
African American-Black	4.2%
American Indian or Alaska Native	0.4%
Asian	1.3%
Hispanic	13.4%
Native Hawaiin or Pacific Islander	0.1%
No Response	2.7%
Two or more race/ethnicity categories	1.5%
White	76.5%

7.2. What is your gender?

Gender	Percentage Responding All Districts (N = 1,417)
Male	6.5%
Female	92.5%
No Response	1.0%

7.3. What is your age?



7.4. Please provide the Texas County you work in below.

Metropolitan Statistical Area (MSA)	Percentage Responding All Districts (N = 1,424)
Houston-Baytown-Sugarland MSA	26.4%
Dallas-Fort Worth-Arlington MSA	26.9%
Austin-Round Rock MSA	13.0%
San Antonio MSA	7.7%
El Paso MSA	3.4%
Corpus Christi MSA	0.8%
Beaumont-Port Arthur MSA	3.4%
Central Texas MSAs	3.2%
East & NE Texas MSAs	6.3%
South Texas MSAs	0.9%
West Texas MSAs	5.5%
Non-Metro Areas	2.6%

Notes

Some percentages may not sum to 100 due to rounding. For questions in which respondents were allowed more than one answer, percentages may not sum to 100 percent.

Median value estimates in this report are calculated from grouped data. Care should be taken when interpreting results for cases in which the number of people who responded is less than 5.

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Regions and Counties in Each Region[1]

1 Houston-Sugar Land-Baytown MSA
- Austin
- Brazoria
- Chambers
- Fort Bend
- Galveston
- Harris
- Liberty
- Montgomery
- San Jacinto
- Waller

2 Dallas-Fort Worth-Arlington MSA
- Collin
- Dallas
- Delta
- Denton
- Ellis
- Hunt
- Johnson
- Kaufman
- Parker
- Rockwall
- Tarrant
- Wise

3 Austin-Round Rock MSA
- Bastrop
- Caldwell
- Hays
- Travis
- Williamson

4 San Antonio MSA
- Atascosa
- Bandera
- Bexar
- Comal
- Guadalupe
- Kendall
- Medina
- Wilson

5 El Paso MSA
- El Paso

6 Corpus Christi MSA
- Aransas
- Nueces
- San Patricio

7 Beaumont-Port Arthur MSA
- Hardin
- Jefferson
- Orange

8 Central Texas MSAs
- Waco MSA
  - McLennan
- Killeen-Temple-Fort Hood MSA
  - Bell
  - Coryell
  - Lampasas

9 East & NE Texas MSAs
- *College Station-Bryan MSA*
  - Brazos
  - Burleson
  - Robertson
- *Longviewl MSA*
  - Gregg
  - Rusk
  - Upshur
- *Sherman-Denison MSA*
  - Grayson
- *Texarkana MSA*
  - Bowie
- *Tyler MSA*
  - Smith
- *Victoria MSA*
  - Calhoun
  - Goliad
  - Victoria
- *Wichita Falls MSA*
  - Archer
  - Clay
  - Wichita

10 South Texas MSAs
- *Brownsville-Harlingen MSA*
  - Cameron
- *Laredo MSA*
  - Webb
- *McAllen-Edinburg-Pharr MSA*
  - Hidalgo

11 West Texas MSAs
- *Abilene MSA*
  - Callahan
  - Jones
  - Taylor
- *Amarillo MSA*
  - Armstrong
  - Carson
  - Potter
  - Randall
- *Lubbock MSA*
  - Crosby
  - Lubbock
- *Midland MSA*
  - Midland
- *Odessa MSA*
  - Ector
- *San Angelo MSA*
  - Irion
  - Tom Green

12 Non-Metropolitan Counties
- Anderson
- Andrews
- Angelina
- Bailey

Regions and Counties in Each Region[1] (continued)

12 Non-Metropolitan Counties (continued)

Baylor
Bee
Blanco
Borden
Bosque
Brewster
Briscoe
Brooks
Brown
Burnet
Camp
Cass
Castro
Cherokee
Childress
Cochran
Coke
Coleman
Collingsworth
Colorado
Comanche
Concho
Cooke
Cottle
Crane
Crockett
Culberson
Dallam
Dawson
Deaf Smith
De Witt
Dickens
Dimmit
Donley
Duval
Eastland
Edwards
Erath
Falls
Fannin
Fayette
Fisher
Floyd
Foard
Franklin
Freestone
Frio
Gaines
Garza
Gillespie
Glasscock
Gonzales
Gray
Grimes
Hale
Hall
Hamilton
Hansford
Hardeman
Harrison
Hartley
Haskell
Hemphill
Henderson
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hutchinson
Jack
Jackson
Jasper
Jeff Davis
Jim Hogg
Jim Wells
Karnes
Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
Lamar
Lamb
La Salle
Lavaca
Lee
Leon
Limestone
Lipscomb
Live Oak
Llano
Loving
Lynn
Madison
Marion
Martin
Mason
Matagorda
Maverick
McCulloch
McMullen
Menard
Milam
Mills
Mitchell
Montague
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolan
Ochiltree
Oldham
Palo Pinto
Panola
Parmer
Pecos
Polk
Presidio
Rains
Reagan
Real
Red River
Reeves
Refugio
Roberts
Runnels
Sabine
San Augustine
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Somervell
Starr
Stephens
Sterling
Stonewall
Sutton
Swisher
Terrell
Terry
Throckmorton
Titus
Trinity
Tyler
Upton
Uvalde
Val Verde
Van Zandt
Walker
Ward
Washington
Wharton
Wheeler
Wilbarger
Willacy
Winkler
Wood
Yoakum
Young
Zapata
Zavala