

The North Carolina Paralegal Association, Inc.  
2008 Paralegal Utilization and Compensation Survey<sup>1</sup>



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<sup>1</sup> The data for this survey was collected from February 21, 2008 through April 8, 2008, via a web based survey form. Data from the survey form was compiled and analyzed electronically. Responses are anonymous.

This survey has been compiled from information provided by members of the North Carolina Paralegal Association, Inc. ("NCPA") and other paralegals in the State of North Carolina who are not members of NCPA. No attempt has been made by NCPA to independently verify the information provided to it by such persons. The information contained herein may or may not be representative of the salaries, benefits, or other job-related aspects of work as a paralegal in North Carolina. The survey is based upon information supplied to NCPA by paralegals who responded to the Survey Questionnaire. No expressed or implied representation, warranty, or guarantee is made by the NCPA concerning the accuracy, completeness, statistical sampling method, or use for any particular purpose of the data presented in this survey.

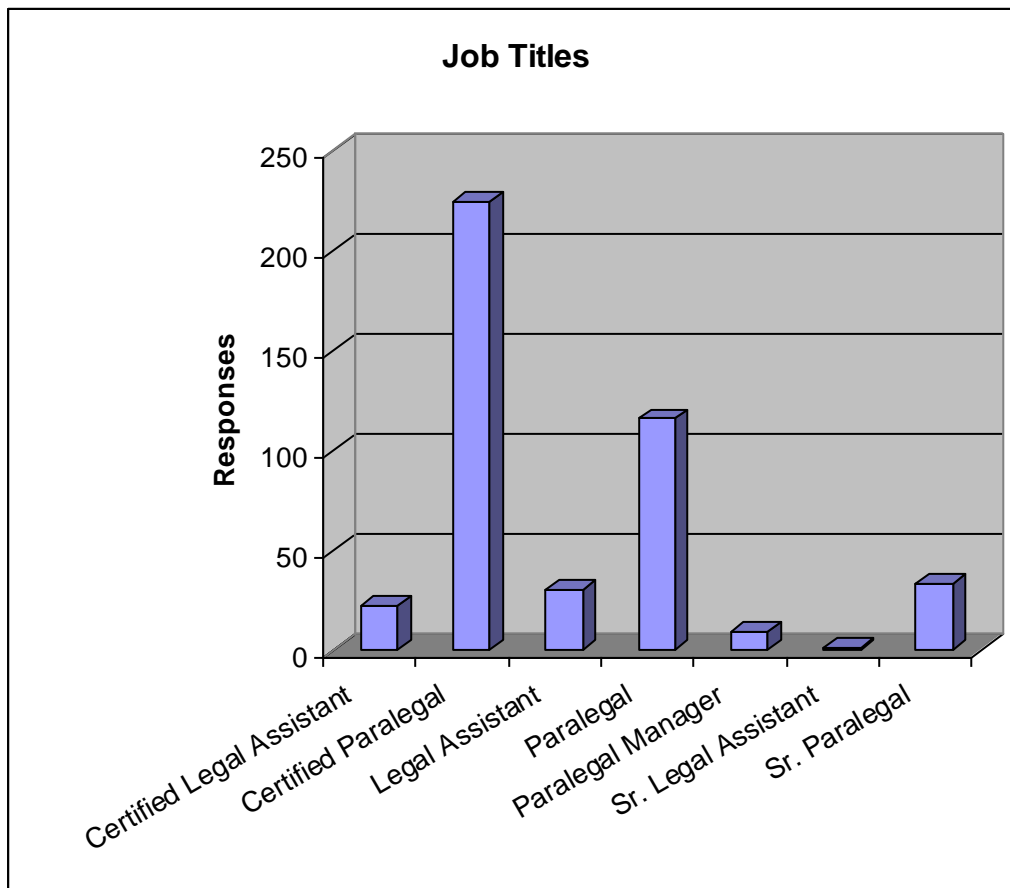
Total Number of participants in the survey was 441. Not every participant answered all questions. The number of participants who responded to each question is recorded below.

**Sex**

	<b>Responses</b>	<b>Percentage</b>
<b>Female</b>	420	95%
<b>Male</b>	20	5%
<b>Total</b>	440	100%

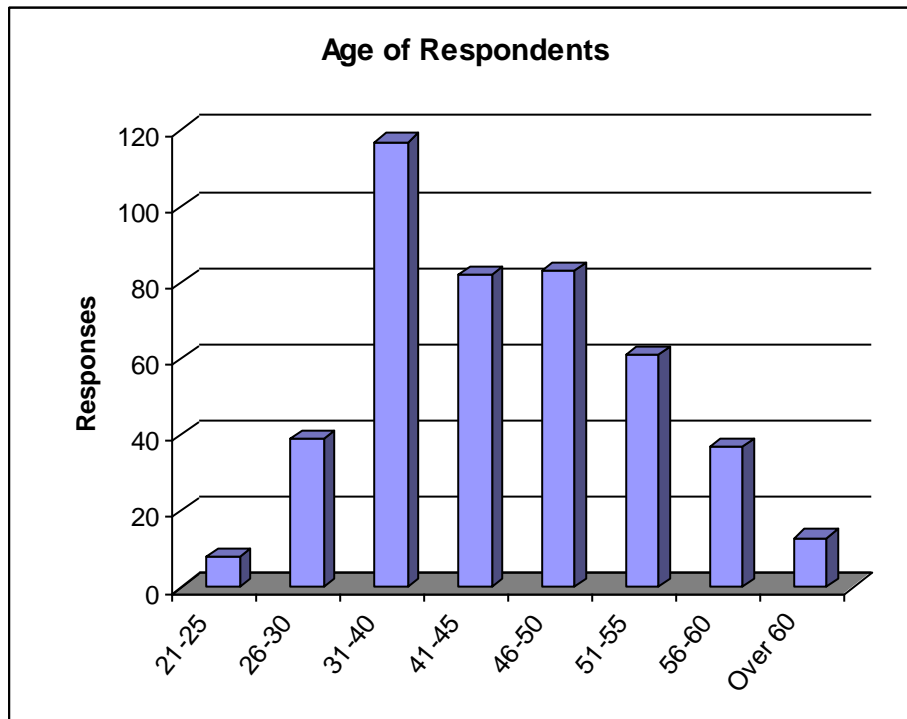
**Job Title**

	<b>Responses</b>	<b>Percentage</b>
<b>Certified Legal Assistant</b>	22	5.0%
<b>Certified Paralegal</b>	225	51.6%
<b>Legal Assistant</b>	30	6.9%
<b>Paralegal</b>	116	26.6%
<b>Paralegal Manager</b>	9	2.1%
<b>Sr. Legal Assistant</b>	1	0.2%
<b>Sr. Paralegal</b>	33	7.6%
<b>Total</b>	436	100.0%



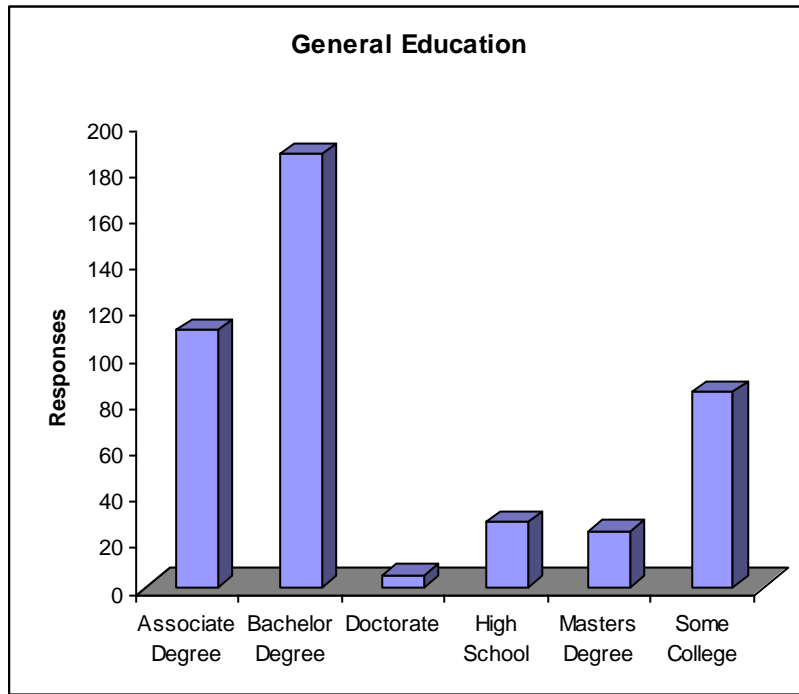
### Age of respondents

	Responses	Percentage
21-25	8	2%
26-30	39	9%
31-40	117	27%
41-45	82	19%
46-50	83	19%
51-55	61	14%
56-60	37	8%
Over 60	13	3%
Total	440	100%



**What General Education (excluding paralegal education) do you have?**

	<b>Responses</b>	<b>Percentage</b>
<b>Associate Degree</b>	111	25%
<b>Bachelor Degree</b>	187	43%
<b>Doctorate</b>	5	1%
<b>High School</b>	28	6%
<b>Masters Degree</b>	24	5%
<b>Some College</b>	84	19%
<b>Total</b>	439	100%



**What law-related educational background do you have?**

	<b>Responses</b>	<b>Percentage</b>
<b>Associate degree paralegal program</b>	141	32.2%
<b>Bachelor degree paralegal program</b>	22	5.0%
<b>No formal training</b>	1	0.2%
<b>Non-degree graduate level paralegal program</b>	7	1.6%
<b>Non-degree undergraduate level paralegal program</b>	7	1.6%
<b>On-the-job training</b>	105	24.0%
<b>Paralegal Certificate/Degree</b>	143	32.6%
<b>Paralegal classes (not in formal program)</b>	12	2.7%
<b>Total</b>	438	100.0%

## General Education and Paralegal Degree Compared

		Responses	Percentage
<b>High School</b>	Associate degree paralegal program	10	2.3%
	Non-degree undergraduate level paralegal program	1	0.2%
	On-the-job training	12	2.7%
	Paralegal Certificate/Degree	4	0.9%
	Paralegal classes (not in formal program)	1	0.2%
	<b>subtotal</b>	<b>28</b>	<b>6.4%</b>
<b>Some College</b>	Associate degree paralegal program	17	3.9%
	Non-degree undergraduate level paralegal program	3	0.7%
	On-the-job training	35	8.0%
	Paralegal Certificate/Degree	25	5.7%
	Paralegal classes (not in formal program)	4	0.9%
	<b>subtotal</b>	<b>84</b>	<b>19.2%</b>
<b>Associate Degree</b>	Associate degree paralegal program	73	16.7%
	No formal training	1	0.2%
	Non-degree undergraduate level paralegal program	1	0.2%
	On-the-job training	15	3.4%
	Paralegal Certificate/Degree	18	4.1%
	Paralegal classes (not in formal program)	3	0.7%
	<b>subtotal</b>	<b>111</b>	<b>25.4%</b>
<b>Bachelor Degree</b>	Associate degree paralegal program	32	7.3%
	Bachelor degree paralegal program	21	4.8%
	Non-degree graduate level paralegal program	5	1.1%
	Non-degree undergraduate level paralegal program	2	0.5%
	On-the-job training	37	8.5%
	Paralegal Certificate/Degree	86	19.7%
	Paralegal classes (not in formal program)	4	0.9%
	<b>subtotal</b>	<b>187</b>	<b>42.8%</b>
<b>Masters Degree</b>	Associate degree paralegal program	9	2.1%
	Bachelor degree paralegal program	1	0.2%
	Non-degree graduate level paralegal program	2	0.5%
	On-the-job training	3	0.7%
	Paralegal Certificate/Degree	9	2.1%
	<b>subtotal</b>	<b>24</b>	<b>5.5%</b>
<b>Doctorate</b>	On-the-job training	2	0.5%
	Paralegal Certificate/Degree	1	0.2%
	<b>subtotal</b>	<b>3</b>	<b>0.7%</b>
<b>Grand Total</b>		<b>437</b>	<b>100.0%</b>

If you attended a paralegal program, was it approved by the American Bar Association at the time of your attendance?

	Responses	Percentage
<b>No</b>	112	32%
<b>Yes</b>	233	68%
<b>Total</b>	345	100%

Have you earned a Paralegal Degree or Certificate from a college or university?

	Responses	Percentage
No	184	44%
No, but am working toward it.	10	2%
Yes	225	54%
Total	419	100%

Are you a Certified Legal Assistant (CLA) or Certified Paralegal (CP) through the National Association of Legal Assistants (NALA)?

	Responses	Percentage
No	332	77%
Yes	98	23%
Total	430	100%

If you have obtained the CLA/CP designation, have you also achieved the Advanced Certified Paralegal (ACP) designation?

	Responses	Percentage
No	315	95%
Yes	18	5%
Total	333	100%

ACP Subject: Four respondents indicated they had two specialties which explains why there were 18 “Yes” responses above, and 22 specialty subject responses

	Responses	Percentage
Civil Litigation	7	32%
Contracts	1	5%
Corporate & Business Law	2	9%
Litigation	5	23%
Probate	1	5%
Real Estate	4	18%
Social Security Disability	1	5%
Tax	1	5%
Total	22	100%

Are you a North Carolina Certified Paralegal (NCCP), certified by the North Carolina State Bar Board of Paralegal Certification?

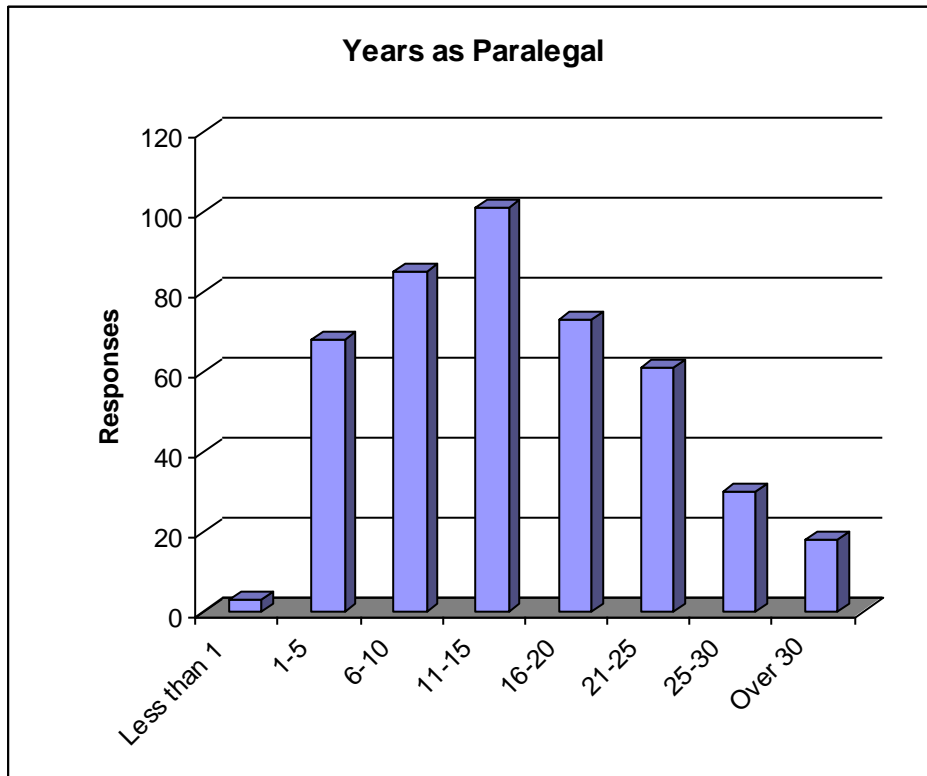
	Responses	Percentage
No	65	15%
Yes	375	85%
Total	440	100%

**Is being a paralegal your career?**

	Responses	Percentage
No	25	6%
Yes	415	94%
Total	440	100%

**Total year(s) of experience as a paralegal/legal assistant?**

	Responses	Percentage
Less than 1 year	3	1%
1-5 years	68	15%
6-10 years	85	19%
11-15 years	101	23%
16-20 years	73	17%
21-25 years	61	14%
25-30 years	30	7%
Over 30 years	18	4%
Total	439	100%



**How long have you been in your current position?**

	<b>Responses</b>	<b>Percentage</b>
Less than 1 year	50	11%
1-5 years	174	40%
6-10 years	105	24%
11-15 years	63	14%
16-20 years	28	6%
21-25 years	10	2%
25-30 years	9	2%
Over 30 years	1	0%
<b>Total</b>	<b>440</b>	<b>100%</b>

**In what city do you work?**

	<b>Responses</b>	<b>Percentage</b>
Asheboro	3	0.7%
Asheville	23	5.3%
Mebane	1	0.2%
Beaufort	1	0.2%
Burlington	6	1.4%
Camp Lejeune	1	0.2%
Cary	3	0.7%
Chapel Hill	7	1.6%
Charlotte	92	21.1%
Concord	5	1.1%
Cornelius	1	0.2%
Dunn	1	0.2%
Durham	11	2.5%
Fayetteville	16	3.7%
Franklin	1	0.2%
Fuquay-Varina	1	0.2%
Garner	1	0.2%
Gastonia	6	1.4%
Graham	2	0.5%
Greensboro	33	7.6%
Greenville	3	0.7%
Hendersonville	1	0.2%
Hickory	2	0.5%
High Point	7	1.6%
Hillsborough	1	0.2%
Jacksonville	2	0.5%
Kernersville	1	0.2%
Kinston	1	0.2%
Lenoir	1	0.2%
Marion	1	0.2%
Mooreville	2	0.5%
Morganton	1	0.2%
Morrisville	1	0.2%
New Bern	2	0.5%
Newton	1	0.2%
North Wilkesboro	1	0.2%
Pittsboro	1	0.2%

Raleigh	123	28.3%
Research Triangle Park	16	3.7%
Rutherfordton	1	0.2%
Salisbury	7	1.6%
Sanford	1	0.2%
Selma	2	0.5%
Shelby	2	0.5%
Siler City	3	0.7%
Smithfield	1	0.2%
Southern Pines	1	0.2%
Statesville	2	0.5%
Sylva	1	0.2%
Wadesboro	1	0.2%
Washington	1	0.2%
Waxhaw	1	0.2%
Wentworth	2	0.5%
Wilmington	11	2.5%
Wilson	2	0.5%
Winston-Salem	13	3.0%
Total	435	100%

#### County of Work

	Responses	Percentage
Alamance	24	5.4%
Anson	1	0.2%
Beaufort	1	0.2%
Buncombe	24	5.4%
Burke	1	0.2%
Cabarrus	5	1.1%
Caldwell	1	0.2%
Carteret	1	0.2%
Catawba	3	0.7%
Chatham	4	0.9%
Cleveland	2	0.5%
Craven	2	0.5%
Cumberland	16	3.6%
Durham	21	4.8%
Forsyth	13	2.9%
Gaston	5	1.1%
Guilford	40	9.1%
Harnett	1	0.2%
Henderson	1	0.2%
Iredell	3	0.7%
Jackson	1	0.2%
Johnston	2	0.5%
Lee	1	0.2%
Lenoir	1	0.2%
Macon	1	0.2%
McDowell	1	0.2%
Mecklenburg	92	20.9%
Moore	1	0.2%

New Hanover	11	2.5%
Onslow	2	0.5%
Orange	8	1.8%
Pitt	3	0.7%
Randolph	3	0.7%
Rockingham	2	0.5%
Rowan	7	1.6%
Rutherford	1	0.2%
Union	1	0.2%
Wake	130	29.5%
Warren	1	0.2%
Wilkes	1	0.2%
Wilson	2	0.5%
Total	441	100%

Where did you find your current position?

Classified Ad	14	3.3%
Company website or job board/internal move	6	1.4%
Employment agency	60	14.2%
Freelance	3	0.7%
Friend, family, or word of mouth	26	6.1%
Internet	46	10.9%
Internship	12	2.8%
Networking	117	27.7%
Newspaper	61	14.4%
Previously worked with lawyer/employee	15	3.5%
Recruited/Referral	11	2.6%
School placement office	11	2.6%
Temporary Agency/Contract Employee	3	0.7%
Unsolicited Resume/phone call	31	7.3%
Other: CCPA Employment desk, e-mail from Wake/Raleigh Association, Job Email List, Kiwanis Club Meeting, RTPA email, State Job Posting, Telephone Book	7	1.7%
Total	423	100%

In what environment do you work?

	Responses	Percentage
Bank	16	3.7%
Corporation	55	12.7%
Government	2	0.5%
Credit Union	1	0.2%
Freelance/Independent	4	0.9%
Government (Federal or State)	54	12.4%
Health/Medical Field	4	0.9%
Insurance Company	3	0.7%
Legal Office	1	0.2%
Legal Services	5	1.2%
Non-profit	2	0.5%
Paralegal Education	1	0.2%
Pharmaceutical Company	1	0.2%
Private Firm	282	65.0%

<b>Title Insurance Company</b>	2	0.5%
<b>University/Medical School</b>	1	0.2%
<b>Total</b>	434	100%

How many attorneys work in your office?

	<b>Responses</b>	<b>Percentage</b>
<b>5 or less</b>	171	40%
<b>6-10</b>	62	14%
<b>11-20</b>	41	10%
<b>21-49</b>	68	16%
<b>50-74</b>	24	6%
<b>75 +</b>	65	15%
<b>Total</b>	431	100%

How many full time paralegals work in your office?

	<b>Responses</b>	<b>Percentage</b>
<b>5 or less</b>	239	55%
<b>6-10</b>	56	13%
<b>11-20</b>	54	12%
<b>21-49</b>	57	13%
<b>50-74</b>	12	3%
<b>75 +</b>	18	4%
<b>Total</b>	436	100%

How many full time support staff work in your office?

	<b>Responses</b>	<b>Percentage</b>
<b>5 or less</b>	198	46%
<b>6-10</b>	46	11%
<b>11-20</b>	47	11%
<b>21-49</b>	65	15%
<b>50-74</b>	24	6%
<b>75 +</b>	51	12%
<b>Total</b>	431	100%

In which area of law do you primarily work?

	<b>Responses</b>	<b>Percentage</b>
<b>Administrative</b>	2	0.5%
<b>Alternative Dispute Resolution</b>	1	0.2%
<b>Banking/Finance/Taxes</b>	11	2.5%
<b>Bankruptcy</b>	6	1.4%
<b>Civil</b>	39	8.9%
<b>Civil, Estates, Real Estate</b>	1	0.2%
<b>Collection of child support</b>	1	0.2%
<b>Collections</b>	1	0.2%
<b>Commercial Lending</b>	2	0.5%
<b>Condemnation</b>	1	0.2%
<b>Construction</b>	2	0.5%

Consumer	2	0.5%
Contract	11	2.5%
Corporate	33	7.5%
Criminal	16	3.6%
Debt Collection	1	0.2%
Defense	3	0.7%
Education	1	0.2%
Eminent Domain	1	0.2%
Employee Benefits	1	0.2%
Employment	13	3.0%
Environmental	4	0.9%
Estate/Probate	18	4.1%
Family	22	5.0%
Foreclosure	1	0.2%
Franchise	2	0.5%
General Practice	1	0.2%
Health Care	5	1.1%
Immigration	2	0.5%
Insurance	6	1.4%
Intellectual Property	18	4.1%
Legislation/Governmental	7	1.6%
Litigation	56	12.8%
Lobbying	1	0.2%
Local Government	1	0.2%
Medicaid	1	0.2%
Medical Malpractice	9	2.1%
Personal Injury/Disability	14	3.2%
Probate/Trust/Estates	3	0.7%
Product Liability	7	1.6%
Public Finance	1	0.2%
Quasi Governmental Agency	1	0.2%
Real Estate - Commercial	46	10.5%
Real Estate - Residential	33	7.5%
Securities/Antitrust	3	0.7%
Social Security	3	0.7%
Tax	4	0.9%
Title Insurance	1	0.2%
Transactions	1	0.2%
Utilities	1	0.2%
Worker's Compensation	18	4.1%
<b>Total</b>	<b>439</b>	<b>100%</b>

Are you provided with secretarial or additional paralegal support?

	Responses	Percentage
No	235	54%
Yes	204	46%
<b>Total</b>	<b>439</b>	<b>100%</b>

If you answered yes in the previous question, do you

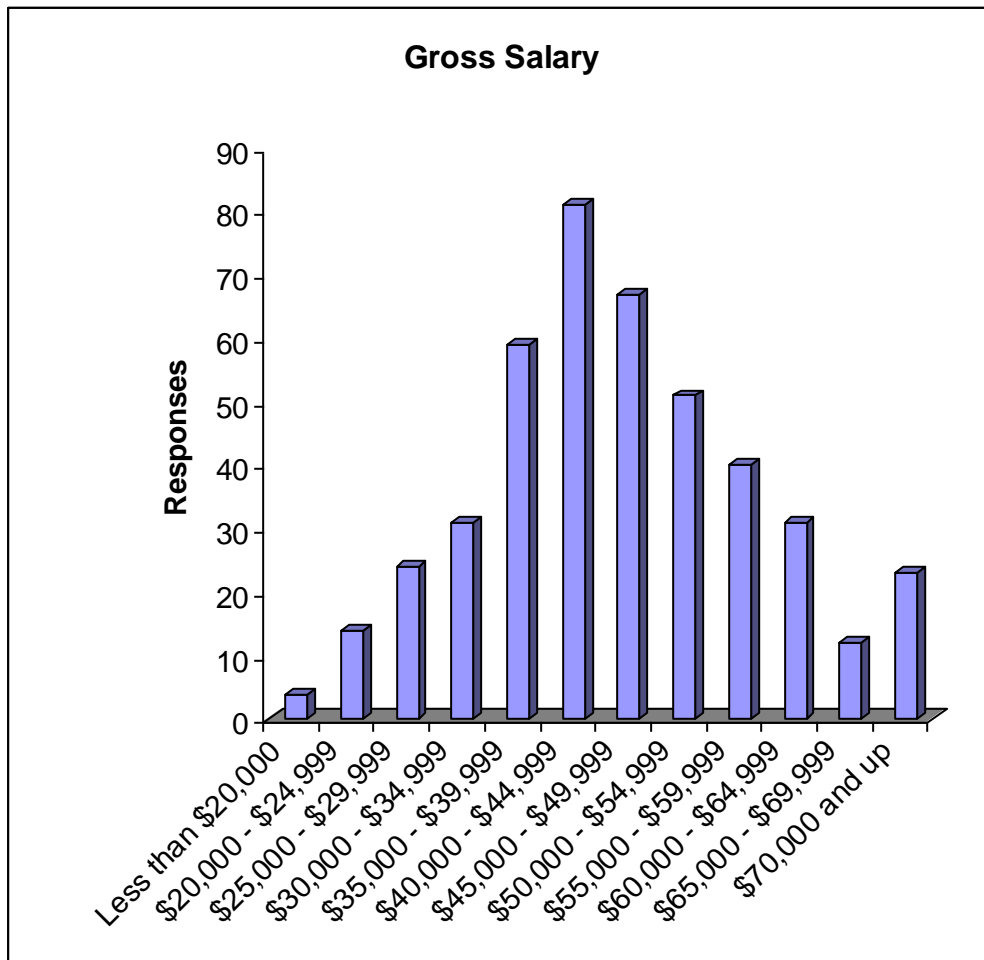
	Responses	Percentage
Have a secretary assigned to you	61	30%
Receive assistance from a secretarial pool	32	16%
Receive assistance from the attorney's secretary	111	54%
<b>Total</b>	<b>204</b>	<b>100%</b>

What is your office space?

	Responses	Percentage
Bouncing from workstation to workstation	1	0.2%
Cubicle in closed space - walls to ceiling	1	0.2%
Cubicle in open area	106	24.1%
Home office and private office	1	0.2%
Open area	36	8.2%
Partitioned space only	13	3.0%
Private office with no window	122	27.8%
Private office with window	134	30.5%
Receptionist's desk	1	0.2%
Share office with another	22	5.0%
Work from home	2	0.5%
<b>Total</b>	<b>439</b>	<b>100%</b>

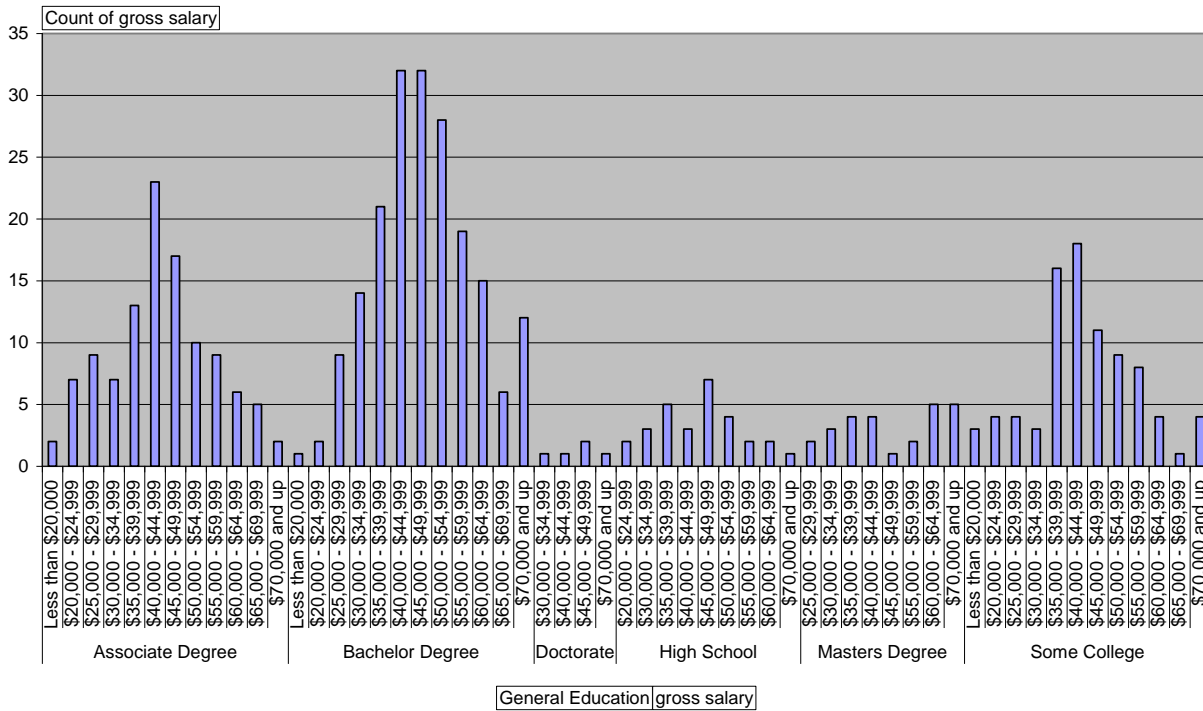
What is your gross salary?

	Responses	Percentage
Less than \$20,000	4	0.9%
\$20,000 - \$24,999	14	3.2%
\$25,000 - \$29,999	24	5.5%
\$30,000 - \$34,999	31	7.1%
\$35,000 - \$39,999	59	13.5%
\$40,000 - \$44,999	81	18.5%
\$45,000 - \$49,999	67	15.3%
\$50,000 - \$54,999	51	11.7%
\$55,000 - \$59,999	40	9.2%
\$60,000 - \$64,999	31	7.1%
\$65,000 - \$69,999	12	2.7%
\$70,000 and up	23	5.3%
<b>Total</b>	<b>437</b>	<b>100%</b>



# Gross Salary by General Education

Total



What's the average number of hours you work per week?

	Responses	Percentage
35-40	287	65%
41-50	122	28%
51-60	5	1%
Under 35 a week	26	6%
<b>Total</b>	<b>440</b>	<b>100%</b>

Are you classified as exempt or non-exempt?

	Responses	Percentage
Exempt	103	27%
Non-exempt	277	73%
<b>Total</b>	<b>380</b>	<b>100%</b>

Are you compensated for overtime?

	Responses	Percentage
Always	280	64%
Never	94	22%
Sometimes	62	14%
<b>Total</b>	<b>436</b>	<b>100%</b>

If you answered "always" or "sometimes" in the previous question, is the compensation in the form of

	Responses	Percentage
Combination of Money and Time Off	81	24%
Money	205	60%
Other	5	1%
Time off	51	15%
Total	342	100%

Do you receive a bonus?

	Responses	Percentage
No	100	23%
Yes	334	77%
Total	434	100%

If you receive a bonus, on what is your bonus based?

	Responses	Percentage
Attorney Discretion	2	0.6%
Billable hours	40	11.9%
Combination of items	14	4.2%
Firm/company success	82	24.4%
Holiday	80	23.8%
Merit	53	15.8%
Not clearly defined by firm	1	0.3%
Percentage of salary	24	7.1%
Set amount	2	0.6%
Tardy Bonus	1	0.3%
The General Assembly	8	2.4%
Unknown	6	1.8%
Years of Service	22	6.5%
I do not receive a bonus	1	0.3%
Total	336	100%

If you receive a bonus question, what is the average amount of your bonus?

	Responses	Percentage
Less than \$500	82	25%
\$500 - \$999	79	24%
\$1000 - \$1499	58	17%
\$1500 - \$2999	43	13%
\$3000 - \$4999	24	7%
\$5000 and up	47	14%
Total	333	100%

Have you received a raise in the past year?

	Responses	Percentage
No	79	18%
Yes	359	82%
Total	438	100%

If you answered "yes" to the previous question, what was the percentage increase?

	Responses	Percentage
Below 5%	235	65%
5-9%	96	27%
10-15%	22	6%
Above 15%	6	2%
Total	359	100%

If you answered "yes" to the previous question, what was the dollar increase?

	Responses	Percentage
Less than \$1000	82	23%
\$1000 - \$2999	197	56%
\$3000 - \$4999	57	16%
\$5000 - \$6999	14	4%
\$7000 and above	4	1%
Total	354	100%

How many attorneys or individuals do you report to or regularly assist?

	Responses	Percentage
1	123	28%
2-5	248	56%
6-10	44	10%
11+	12	3%
Not directly assigned to any attorney(s) or individual(s)	13	3%
Total	440	100%

Are you in a supervisory position?

	Responses	Percentage
In law office management	21	5%
Not in a supervisory position	351	81%
Over other paralegals	14	3%
Over other staff	48	11%
Total	434	100%

What benefits are paid in whole or in part by your employer? (439 Respondents) There are more responses here because each benefit was recorded as one response, but a single respondent could have chosen multiple answers.) Note: The top five benefits reported are: 401K, Dental, Life Insurance, and Medical Insurance, and Training/CLE.

	Responses	Percentage
401(k) or IRA	296	67.4%
Association memberships	204	46.5%
Blackberry	1	0.2%
Cell phone	33	7.5%
Child care	12	2.7%
Dental insurance	226	51.5%
Employee Stock Purchase Plan (ESPP)	20	4.6%
Exercise/wellness facility	38	8.7%
Family Care Time	1	0.2%
Flexible working schedule	1	0.2%
Life insurance	286	65.1%
Long-term disability	196	44.6%
Maternity leave	137	31.2%
Medical insurance	383	87.2%
Medical reimbursement	2	0.5%
Mileage	1	0.2%
Paid Vacation	1	0.2%
Parking	155	35.3%
Pension/profit sharing	177	40.3%
Short-term disability	213	48.5%
Stock options	9	2.1%
Training/CLE	317	72.2%
Travel expenses related to training and job	1	0.2%
Tuition reimbursement	98	22.3%
Vision insurance	180	41.0%
Other	2	0.5%

Which of the following are provided by your employer? (405 Respondents) There are more responses here because each benefit was recorded as one response, but a single respondent could have chosen multiple answers.)

	Responses	Percentage
Career path programs	38	9.4%
Flexible spending plan(s)	199	49.1%
In-house CLE	135	33.3%
Orientation plan	50	12.3%
Part-time employment	68	16.8%
Personal Days	244	60.2%
Retreats	50	12.3%
Seminars	247	61.0%

How many vacation days per year do you receive?

	Responses	Percentage
1-5 Total	12	3%
6-10 Total	75	17%
11-15 Total	147	34%
16-20 Total	111	26%
21-25 Total	48	11%
Greater than 25 days Total	41	9%
<b>Total</b>	<b>434</b>	<b>100%</b>

Is your vacation time accruable?

	Responses	Percentage
No	216	50%
Yes	217	50%
<b>Total</b>	<b>433</b>	<b>100%</b>

If you answered "yes" to the previous question, what is the maximum number of vacation days that are accruable?

	Responses	Percentage
0-2	6	3%
3-5	36	20%
6-10	23	13%
11-15	25	14%
16+	91	50%
<b>Total</b>	<b>181</b>	<b>100%</b>

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

	Responses	Percentage
1 to 5	106	27%
6 to 10	132	34%
11 to 15	84	22%
16-20	28	7%
21-25	12	3%
Greater than 25	24	6%
<b>Total</b>	<b>386</b>	<b>100%</b>

Is your personal/sick time accruable?

	Responses	Percentage
No	244	61%
Yes	157	39%
<b>Total</b>	<b>401</b>	<b>100%</b>

If you answered “yes” to the previous question, what is the number of personal/sick days that are accruable?

	Responses	Percentage
0	6	4%
1-5	35	22%
6-10	20	13%
10+	97	61%
<b>Total</b>	<b>158</b>	<b>100%</b>

For what expenses are you reimbursed, in whole or in part, relating to association meetings, seminars, and/or CLA matters? (436 Respondents) (There are more responses here because each benefit was recorded as one response, but a single respondent could have chosen multiple answers.)

	Responses	Percentage
<b>Certification testing fee(s)</b>	149	34.2%
<b>Lodging</b>	246	56.4%
<b>Meals</b>	231	53.0%
<b>Meeting reimburse</b>	1	0.2%
<b>Mileage</b>	292	67.0%
<b>Registration</b>	339	77.8%
<b>Transportation</b>	193	44.3%
<b>None; my firm does not reimburse for these costs.</b>	55	12.6%

If you selected “Certification testing fee(s) in the previous question, for what costs associated with CLA or NCCP testing are you reimbursed? (147 Respondents) (There are more responses here because each benefit was recorded as one response, but a single respondent could have chosen multiple answers.)

	Responses	Percentage
<b>Certification testing fee(s)</b>	1	0.7%
<b>Lodging</b>	89	60.5%
<b>Mileage</b>	99	67.3%
<b>Registration</b>	138	93.9%
<b>Transportation</b>	77	52.4%
<b>Study Materials</b>	94	63.9%
<b>Review Course</b>	86	58.5%

When attending seminars, are you required to take vacation/sick days?

	Responses	Percentage
<b>No</b>	396	93%
<b>Yes</b>	30	7%
<b>Total</b>	<b>426</b>	<b>100%</b>

In providing reimbursement for seminars, does your employer?

	Responses	Percentage
Decide on a case-by-case basis	221	54%
Have a range to work with	63	15%
Have a set budget only	90	22%
My employer does not reimburse for seminars.	37	9%
<b>Total</b>	<b>411</b>	<b>100%</b>

Which of the following duties do you perform? (449 Respondents) (There are more responses here because each benefit was recorded as one response, but a single respondent could have chosen multiple answers.) Note: The top five duties are 1) Documentation preparation, drafting and/or review, 2) Drafting correspondence, 3) File maintenance, 4) Word processing, and 5) Legal, medical or general research.

	Responses	Percentage
Client conferences/witness interviews	255	56.8%
Courthouse or other filings	218	48.6%
Database maintenance	90	20.0%
Deposition preparation, scheduling and attendance	194	43.2%
Documentation preparation, drafting and/or review	420	93.5%
Drafting correspondence	406	90.4%
File maintenance	374	83.3%
IS/IT support	34	7.6%
Legal, medical or general research	296	65.9%
Library maintenance	44	9.8%
Messenger runs	92	20.5%
Negotiations/settlements	75	16.7%
Preparation for trial, including exhibits and/or attendance at court hearings and/or conferences	208	46.3%
Preparation of billing	120	26.7%
Preparation of tax returns	17	3.8%
Prepare closing packages	93	20.7%
Secretarial support	138	30.7%
Title searches/legal descriptions	139	31.0%
Tracking legislation	43	9.6%
Training	111	24.7%
Travel arrangements	88	19.6%
UCC searches	102	22.7%
Underwriting	7	1.6%
Word processing	345	76.8%
Other (Budget; Case Management; clearance searches; communications support; contacting Secretary of State offices; contract negotiation/drafting; Docketing; Management; Meet with attorneys; Mentoring; IP; Office manager; Patent prosecution related work; Post closing matters; prepare for board meetings; Principal Office Administration; Set up/plan committee meetings; Compose minutes; Title Insurance; website)	22	4.9%

Do you deal directly with clients?

	Responses	Percentage
Always	186	42%
Never	21	5%
Sometimes	232	53%
Total	439	100%

Do you have promotion potential in your present firm or company?

	Responses	Percentage
Don't know	74	17%
No	308	70%
Yes	56	13%
Total	438	100%

If you answered "yes" to the previous question, please describe your future career plans? (35 Responses)

Become an attorney	4
Handle more substantive legal work	3
Management	3
None - I am happy where I am	4
Promotion to full time or more advanced paralegal position	14
To make more money	2
Other: Become NALA certified CLA or ACP, Continue with the same company, Get MBA, retire with good benefits and security, seek advancement in current field or employer	

How often do you travel on the job?

	Responses	Percentage
Frequently	23	5%
I don't travel	122	28%
Occasionally	96	22%
Seldom	195	45%
Total	436	100%

If you travel, what is the average number of days per year that you travel?

	Responses	Percentage
1-5	130	56%
6-10	47	20%
11-15	9	4%
16+	45	19%
Total	231	100%

**Where do you travel?**

	<b>Responses</b>	<b>Percentage</b>
<b>Internationally</b>	6	2%
<b>Throughout the southeast</b>	24	8%
<b>To other parts of the US</b>	51	18%
<b>Within NC only</b>	210	72%
<b>Total</b>	291	100%

When traveling, for which expenses are you reimbursed? (322 Respondents) (There are more responses here because each benefit was recorded as one response, but a single respondent could have chosen multiple answers.)

<b>Lodging</b>	197
<b>Meals</b>	210
<b>Mileage</b>	295
<b>None</b>	11
<b>Transportation</b>	149

**Do you bill your time?**

	<b>Responses</b>	<b>Percentage</b>
<b>No</b>	219	53%
<b>Yes</b>	196	47%
<b>Total</b>	415	100%

If you bill your time, what is your hourly billing rate? Note: Average Billing Rate per hour is \$95.48.

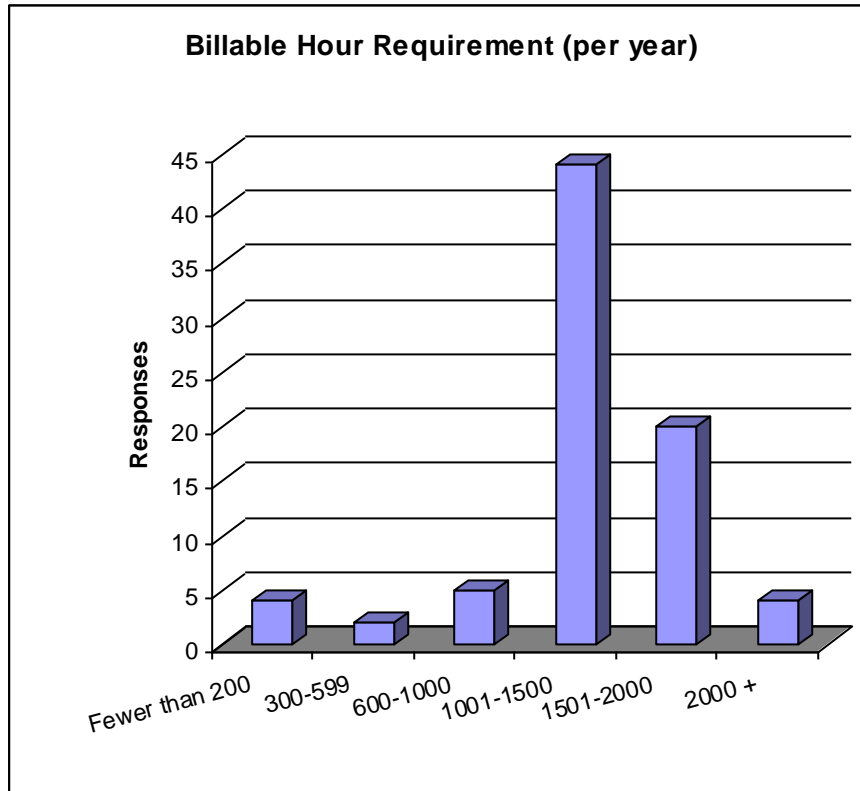
	<b>Responses</b>	<b>Percentage</b>
<b>\$0-25</b>	2	1%
<b>\$26-50</b>	4	2%
<b>\$51-75</b>	41	22%
<b>\$76-100</b>	62	33%
<b>\$101-125</b>	29	16%
<b>&gt; \$126</b>	49	26%
<b>Total</b>	187	100%

**Are you required to bill a certain number of hours per year?**

	<b>Responses</b>	<b>Percentage</b>
<b>No</b>	318	80%
<b>Yes</b>	78	20%
<b>Total</b>	396	100%

If you answered “yes” to the previous question, what is the required goal?

	Responses	Percentage
Fewer than 200	4	5%
300-599	2	3%
600-1000	5	6%
1001-1500	44	56%
1501-2000	20	25%
2000 +	4	5%
<b>Total</b>	<b>79</b>	<b>100%</b>



Does your employer have a law library?

	Responses	Percentage
No	89	21%
Yes	332	79%
<b>Total</b>	<b>421</b>	<b>100%</b>

Do you have access to Westlaw, Lexis, the Internet or other computer-type research tools?

	Responses	Percentage
No	31	7%
Yes	406	93%
<b>Total</b>	<b>437</b>	<b>100%</b>

If you answered “yes” to the previous question, does your employer provide training to these programs?

	Responses	Percentage
No	108	26%
Yes	305	74%
Total	413	100%

Does your employer support and/or require pro bono work?

	Responses	Percentage
No	245	58%
Yes	174	42%
Total	419	100%

Do you participate in pro bono work?

	Responses	Percentage
No	354	82%
Yes	79	18%
Total	433	100%

If you answered “yes” to the previous question, what type?

- As requested
- Case-by-case
- Charitable Foundation Director
- Children's Advocacy Program
- Civil
- Closings for charitable organization
- Collections
- Company sponsored events
- Consumer lending issues
- Corporate
- Criminal
- Domestic
- Elder Law Clinics
- Employment-related
- Estates
- Family law matters
- Firm has an approved pro bono program
- Foreclosures
- Guardian Ad Litem
- Habitat for Humanity and Piedmont Land Conservancy
- Hospice care - Advance directives and estate planning
- Land conservation, nonprofit entity start-ups
- Legal Aid
- Legal education classes for high school students
- Legal research, provide interns to law firms
- Legal Services for the Elderly
- Litigation matters
- Medicaid cases
- Mentor to low income schools
- NCBA LAD
- Need-based
- Non-profit
- Paralegal associations and mentorship programs
- Pisgah Legal Services

Public finance  
 Real Estate  
 Senior Will Clinics  
 Various, as requested  
 Volunteer Lawyer Program  
 Will on Wheels Clinic  
 Workers' compensation case

**In the next 12 months, do you plan to look for a new job within the paralegal profession?**

	<b>Responses</b>	<b>Percentage</b>
<b>No</b>	349	80%
<b>Yes</b>	86	20%
<b>Total</b>	435	100%

**If you answered “yes” to the previous question, please indicate why you are planning to leave your current paralegal position.**

	<b>Responses</b>	<b>Percentage</b>
<b>Changing specialties</b>	3	3%
<b>Contributions not recognized</b>	5	5%
<b>Loss of job security</b>	3	3%
<b>Low pay</b>	27	30%
<b>No longer feel appreciated</b>	3	3%
<b>Not challenged</b>	11	12%
<b>Relocating</b>	8	9%
<b>Unhappy with employer</b>	8	9%
<b>Unhappy with supervisor</b>	4	4%
<b>Other</b>	19	21%
<b>Total</b>	91	100%

**Are you a member of the North Carolina Paralegal Association, Inc. (NCPA)?**

	<b>Responses</b>	<b>Percentage</b>
<b>No</b>	161	37%
<b>Yes</b>	277	63%
<b>Total</b>	438	100%

**If you answered “no” to the previous question, tell us why:  
Most popular answers:**

- Already member of one or more other paralegal organizations
- Already over committed
- Will be joining soon
- Will be changing careers
- Cannot afford membership dues because I am self-employed
- Was not aware of the association
- Does not have the litigation focus that I desire
- I don't qualify
- Employer has a limited budget for memberships and seminars.

**Note: NCPA does not administer the NCCP exam. The North Carolina State Bar Board for Paralegal Certification ([www.nccertifiedparalegal.org](http://www.nccertifiedparalegal.org)) administers this exam. You do not need to be an NCCP to become an NCPA member.**

**Are you a member of any of the following paralegal or legal assistant associations? (485 Respondents)  
(There are more responses here because each benefit was recorded as one response, but a single respondent could have chosen multiple answers.)**

	<b>Responses</b>	<b>Percentage</b>
Alamance Paralegal Association	6	1.2%
American Bar Association	17	3.5%
Asheville Area Paralegal Association	19	3.9%
Catawba Valley Paralegal Association	1	0.2%
Central Carolina Community College Paralegal Society Prep	1	0.2%
Cumberland Paralegal Association	15	3.1%
Guilford Paralegal Association	21	4.3%
Land Title	1	0.2%
Legal Support Staff of NC	2	0.4%
Legal Support Staff of NC & W-S	1	0.2%
Legal Support Staff of NC-Charlotte Chapter	1	0.2%
Legal Support Staff of North Carolina & Cumberland	1	0.2%
Metrolina Paralegal Association	41	8.5%
National Association of Bond Lawyers Paralegal Division	1	0.2%
National Association of Legal Assistants	59	12.2%
National Federation of Paralegals Association	2	0.4%
National Notary Association	1	0.2%
NC Notary Public Association	34	7.0%
North Carolina Academy of Trial Lawyers' Legal Assistant Division	54	11.1%
North Carolina Association of Defense Attorney's Paralegal Division	2	0.4%
North Carolina Bar Association's Legal Assistant Division	140	28.9%
Raleigh Wake Paralegal Association	56	11.5%
Research Triangle Paralegal Association	8	1.6%
Workers Injury Law & Advocacy	1	0.2%

## What Long Range planning suggestions do you have for NCPA?

More training for new graduates of paralegal program

More CLE opportunities

More opportunities for free CPE or even less expensive CPE.

Offer online or sponsor with others CLE education to explicitly meet annual NCCP requirement.

**Note: attendance at either of NCPA's Annual or Mid-Year Seminars will meet the North Carolina State Bar Board for Paralegal Certification's yearly Continuing Paralegal Education (CPE) requirement.**

More substantive topics for veteran paralegals.

Online/webcast CPEs

Offer a study course or exam guide for the NCCP examination.

**Note: NCPA will offer its first ever NCCP Review Course in conjunction with its Mid-Year Seminar this September 2008. Visit our website to find out more information.**

Broader seminar topics

More CPEs regarding tax law, advanced real estate, mass torts, intellectual property, corporate, family law, litigation, technology, and/or software packages

Keep working to raise the reputation of the paralegal profession through increasing education and professionalism.

Educate attorneys on proper utilization of paralegals

Mandatory paralegal recognition (like admin day)

Educate attorneys regarding the CLA/ACP designations.

Promoting better awareness of the salary ranges paralegals should be working with/pushing for higher wages for paralegals

Better magazine with more relevant articles

**Note: Members have always been encouraged to submit ideas and articles to the NCPA Forum. Please send your ideas or articles to [info@ncparalegal.org](mailto:info@ncparalegal.org).**

Career planning

