

Category	Description/Requirements	Low	Median	High
<b>Junior Secretary</b>	Legal secretarial qualification and 6-12 months experience gained in town or locally. Good skills (intermediate Word, 50+wpm typing).	24000	26000	28000
<b>Fee-earner Secretary</b>	1-5 years legal secretarial experience in a London firm or large local practice. Happy to work for 3-4 people in a busy typing role. Intermediate/Advanced Word skills and 65+wpm typing.	29000	30000	32000
<b>Partner Secretary</b>	4 years+ legal secretarial experience, preferably gained in London. Hopefully experience at partner level. Confident to take on more responsibility, client contact and organising. Advanced IT skills and 65+wpm typing.	30000	32000	36000
<b>Managing Partner/Head of Department</b>	5 years+ legal secretarial/PA experience at partner level, preferably with some experience at senior partner or similar level. Experienced at dealing with a varied and pressurised workload with duties ranging from departmental administration to acting as lead secretary in the department.	34000	36000	40000
<b>Float</b>	2 years legal secretarial experience having covered at least property, litigation and corporate law but preferably having floated. Advanced IT skills and 65+wpm typing.	30000	32000	34000
<b>Coordinating Secretary</b>	As per partner level secretary+ but with either some experience coordinating/team leading or able to demonstrate the ability to step up into a role of responsibility. There are varying levels of coordinators from team leaders so this is more of a rough guide based on a mid-level role.	35000	38000	45000
<b>Day DP Operator</b>	To work as a DP operator either in a centralised team or attached to a department. Ideally need experience as a DP operator or as a legal secretary in a typing intensive role. May consider a non-legal WP operator. Must have Advanced IT skills and 70+wpm typing.	28000	30000	33000
<b>Evening DP Operator*</b>	As day DP operator but ideally with experience working evenings/nights previously. A solid reason for wanting to work evenings is also strongly desired.	30000	32000	35000
<b>Night DP Operator *</b>	As day DP operator but ideally with experience working evenings/nights previously. A solid reason for wanting to work evenings is also strongly desired.	32000	35000	40000
<b>Secretarial manager / DP Supervisor</b>	Experience as either a supervisor/team leader or as a deputy supervisor with a law firm or similar. Capable of managing a team and of dealing with appraisals, work flow and hiring/firing to an extent.	38000	45000	55000

\* Including shift enhancements but excluding taxi or petrol. Based on a 7 hour shift.