

2015/2016 Secretarial Salary Survey

Category	Description/Requirements	Low	Median	High
Trainee Legal Secretary	Entry level role supporting legal secretaries in a mostly admin based role but with on-going support and training to allow them to move into a full legal secretarial role. Usually a legal or general secretarial qualification and at least some sec/admin experience.	20000	23000	27000
Junior Secretary	Legal secretarial qualification and 6-12 months+ experience gained in town or locally. Good skills (intermediate Word, 50+wpm typing).	23000	26000	28000
Fee-earner Secretary	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.	33000	35000	38000
Partner Secretary/PA	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.	36000	38000	40000
Managing Partner/Head of Department/Senior PA/EA	5 years+ legal secretarial/PA experience at partner level, preferably with experience at senior partner or similar level. Experienced at dealing with a varied and pressurised workload, confidentiality and with extensive PA/EA duties.	39000	44000	50000
Float/SSD	2 years+ legal secretarial experience having covered at least 2 areas of law but preferably having floated. Advanced IT skills and 65+wpm typing.	35000	37000	40000
Document Production Specialist (day shift)	To work as a DP technician either in a centralised team or assigned to a practice area. Experience of working on large travelling drafts/multi-versioned documents, rectifying formatting problems, correcting unstable or corrupt documents, working with styles, non house styles, tables, charts, graphs, diagrams, pitch documents. Most DP technicians have MS Office User Specialist or Certified Expert qualifications.	34500	36500	39000
Document Production Specialist (evening shift)*	As day DP role above but ideally with experience working evenings/nights previously together with experience of working within a smaller team or as a solo operator.	34000	37000	40000
Document Production Specialist (night shift)*	As above but ideally with experience working nights previously, together with proven ability to commute 'out-of-hours' and experience of working within a smaller team or as a solo operator.	37000	39000	42000
Coordinating Secretary	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.	38000	42000	49000
Secretarial Manager/DP Supervisor	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. Will be managing a team of 10-50 and that will be their sole duty, not as a PA too as with the coordinating secretary role.	48000	57500	70000

* Including shift enhancements and usually travel. Based on a 7 hour shift.