

LEGAL SERVICES

**SALARY GUIDE**

2022



As Ottawa and the rest of the world continue to economically recover from the pandemic, it will be imperative to build a strong workforce by finding and securing the right talent. That said, we are currently facing labour shortages in many sectors. With an increase in new hires and candidates typically fielding multiple offers, it is crucial that employers are building strong hiring and retention strategies to ensure they are optimizing their growth opportunities.

Our Legal recruitment professionals have compiled Ottawa-centric salary data to help employers understand the current salary ranges in tandem with what competitors are offering by way of compensation packages. The salary ranges outlined pertain to a wide variety of job classifications and are derived from the placements made at LRO Staffing in 2021 across various sectors at both public and private organizations.

At LRO Staffing, we are dedicated to bringing our clients and candidates up-to-date market intelligence, thereby helping them to make more informed employment decisions. In addition to the roles and salary ranges listed within this guide, we have included Technology job market trends, highly valued designations, and additional information for your perusal.



# HIRING TRENDS

## COMPETITION FOR TOP TALENT CONTINUES

With Ottawa's unemployment rates significantly lower than in 2021, the job market rebound has increased the difficulty in securing top talent. Legal professionals are still in high demand with many job seekers receiving multiple, competing offers. As such, professionals are pushing harder for higher salaries and more benefits. To ensure your offer remains competitive, remember to:

- Validate that your salary offering is still market-driven and includes not only traditional benefits offering, but also less tangible benefits like health spending accounts or reimbursements for fitness memberships.
- Ensure you have clearly articulated your corporate culture as this is a key driver for a candidate's decision.
- Highlight your work flexibility, such as the ability to work from the office or home, and what tools are provided to facilitate flexibility and collaboration.

## PERMANENT PLACEMENTS REMAIN STRONG

Permanent placement volume has increased drastically over the last year with a continued upward trajectory anticipated into 2022. With the competition for in-demand skill sets and talent shortages, clients are recognizing the need to create a strong sense of affiliation between employees and their corporate brand. Progressive leadership, transparency in corporate goals, and commitment to social responsibility have also contributed to this.

## QUICKER RECRUITMENT PROCESSES

With increased demand for Legal Services professionals, companies that take too long to move candidates through the recruitment process risk losing them all together. While it's imperative to choose a candidate that's the best fit for the role, taking too long to communicate your interest can create distrust and lead to the consideration of other offers. To learn more about how to avoid this pitfall, read [The Costs of Your Hiring Process Taking Too Long](#) on the LRO Staffing blog.

## CONTINUED INVESTMENTS IN TALENT

Overall increased business activity and the need to maximize the effectiveness of legal services translates to a need for lawyers and support staff that can meet client needs. Instead of waiting for the perfect candidate, firms are hiring based on the most critical skills and are more willing to train and mentor employees.

## IMPORTANCE OF MULTIDISCIPLINARY SKILLS

Firms are seeking professionals that not only offer the core-skills and competencies associated with a role, but additional skills and experience that will allow them to work across various departments with ease. Excellent verbal and written communication, the ability to work in a team environment, broader understanding of other departments, leadership qualities and a commitment to further learning are increasingly in demand.

## IMPROVING EMPLOYEE RETENTION PRACTICES

Employers often dedicate a considerable amount of time and resources towards ensuring they recruit and secure top talent. Unfortunately, too often, the same cannot be said about companies' efforts to retain those same employees for the long-term. Now more than ever, organizations need to re-evaluate their retention strategies to identify and create engaged, enthusiastic employees. In doing so, companies can ensure they demonstrate their commitment to their employees and improve their talent retention results.

To learn more about current job market trends, read [What to Expect for Ottawa's Job Market in 2022](#) on the LRO Staffing blog.

# LEGAL SERVICES SALARIES

OTTAWA, ONTARIO

		EXPERIENCE & SKILL LEVEL		
		SALARY RANGES		
POSITION		LOW	MID	HIGH
<b>Law Firm</b>	Lawyer (10+ years experience)	115,000	157,500	200,000+
	Lawyer (4-9 years experience)	85,000	115,000	145,000
	Lawyer (2-3 years experience)	70,000	85,000	100,000
	First-Year Associate	60,000	70,000	80,000
<b>Corporate (In-House)</b>	In-House Counsel (10+ years experience)	135,000	167,500	200,000+
	In-House Counsel (4-9 years experience)	95,000	107,500	130,000
	In-House Counsel (0-3 years experience)	70,000	80,000	90,000
<b>Law Firm Administration</b>	Office Manager	45,000	67,500	90,000
<b>Legal Support</b>	Paralegal/Law Clerk Manager	80,000	87,500	95,000
	Senior / Law Clerk/ Paralegal (7+ years experience)	58,000	64,000	70,000
	Midlevel Law Clerk/Paralegal (4-6 years experience)	52,000	55,000	58,000
	Law Clerk/Paralegal (2-3 years experience)	46,000	48,000	50,000
	Senior Law Clerk or Paralegal / Legal Assistant (Hybrid)	56,000	63,000	70,000
	Law Clerk or Paralegal / Legal Assistant (Hybrid)	47,000	51,000	55,000
	Senior / Executive Legal Assistant (12+ years experience)	60,000	65,000	70,000

Bonuses, incentives and other forms of compensation are not taken into account  
 \*Language premiums may be applicable for bilingual candidate (E/F)

# LEGAL SERVICES SALARIES

OTTAWA, ONTARIO

		EXPERIENCE & SKILL LEVEL		
		SALARY RANGES		
POSITION		LOW	MID	HIGH
<b>Legal Support (Continued)</b>	Legal Assistant (7-11 years experience)	54,000	56,500	59,000
	Legal Assistant (3-6 years experience)	45,000	49,000	53,000
	Legal Assistant (1-2 years experience)	35,000	38,500	42,000
	Administrative Assistant	35,000	37,500	40,000
<b>Legal Specialist</b>	Patent Agent	90,000	120,000	150,000
	Records Clerk	26,000	29,500	33,000
	File Clerk	26,000	29,500	33,000
<b>Contract Administration</b>	Contract Manager (7+ years experience)	95,000	107,500	120,000
	Contract Administrator (4-6 years experience)	70,000	77,500	85,000
	Contract Administrator (1-3 years experience)	50,000	55,000	60,000
<b>Litigation Support / Ediscovery</b>	Litigation Support / eDiscovery Director (10+ years experience)	100,000	110,000	120,000
	Litigation Support / eDiscovery Manager (7-9 years experience)	80,000	87,500	95,000
	Litigation Support / eDiscovery Manager (3-6 years experience)	70,000	75,000	80,000
	Litigation Support / eDiscovery Analyst (1-2 years experience)	50,000	55,000	60,000
<b>General Administrative</b>	Legal Word Processor	35,000	40,000	45,000
	Office Clerk	32,000	35,000	38,000
	Legal Receptionist	35,000	45,000	55,000

Bonuses, incentives and other forms of compensation are not taken into account

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# DESIGNATIONS & CERTIFICATIONS

## **SUPPORT STAFF**

- Legal Assistant Diploma
- Law Clerk Diploma
- Paralegal Diploma
- ILCO Course Offerings

## **LAWYERS**

- LL.B
- LL.L
- Patent Agent
- Trademark Agent



# HIRING INSIGHTS

## HIRING INSIGHTS BY THE NUMBERS

- Ottawa's unemployment rate sits at **4.7%** percent, while the national average is **6.5%**
- **240,500** more jobs have been added to the Canadian economy since before the pandemic
- **54%** of Canadian companies are looking to fill vacant positions in 2022

## WHAT HIRING MANAGERS ARE LOOKING FOR



**Tech Skills** - Hiring Managers seek lawyers and legal staff who possess advanced technical skills so that constant IT support will not be required.



**Soft Skills** - Legal positions and responsibilities are growing in complexity. With this comes an increased need to hire candidates that can effectively communicate with other team members, think on their feet, work well with others, and collaborate to form effective solutions.



**Hard Skills** - Hiring managers are seeking lawyers and legal staff with in-depth knowledge of the practice area, as well as general business development skills.



**Bilingualism** - A key search criteria that is highly sought after for Legal professionals within Ottawa and the surrounding area. Salaries are typically higher for bilingual positions rather than unilingual.



# HIRING INSIGHTS

## KEY TRENDING POSITIONS

**Litigation Associates** - There has been an increase for litigation associates with 5+ years of experience.

**Senior Corporate/Commercial Lawyers** - Lawyers with books of business continue to be in demand, especially those in the corporate/commercial areas.

**Senior Law Clerks and Paralegals** - This area continues to grow and be a highly sought after position in the legal field.

**Bilingual Support Staff** - There has been increased hiring of bilingual professionals and support staff in the areas of litigation, employment labor, real estate, and corporate law.









# COMPENSATION PACKAGES

## IMPORTANT COMPENSATION CONSIDERATIONS

While competitive salaries are critical in attracting top talent, what employers are offering a prospective employee shouldn't stop there. It's important that businesses reflect what the workforce is expecting or else they run the risk of losing talent to their competitors.

Beyond salary and benefits, employees are looking to join a workplace with strong leadership. Leaders who demonstrate the willingness to accommodate an employees' needs are far more likely to secure top talent versus those who don't. A one-size fits all approach to leadership no longer works, and employers may require an evaluation to determine the most effective supervisory styles, processes, or communication methods.

There are also countless benefits to fostering a strong corporate culture. Aside from attracting prospective candidates, it's also an imperative factor in retaining current staff. Make no mistake about it, corporate culture is far more than just something an organization should have; it's critical to the organization's stability, longevity and perception.

EMPLOYEE BENEFIT	% OF COMPANIES OFFERING	HIGHLY DESIRED BENEFIT
Health Insurance	66% 	<input checked="" type="checkbox"/>
Life and Death Insurance	54% 	<input type="checkbox"/>
Paid Time Off	53% 	<input checked="" type="checkbox"/>
Retirement Savings Plans	52% 	<input checked="" type="checkbox"/>
Dental Insurance	48% 	<input type="checkbox"/>
Disability Insurance	48% 	<input checked="" type="checkbox"/>
Paid Parental Leave	33% 	<input type="checkbox"/>

### NEW OFFERINGS

With many workplaces permanently transitioning to a hybrid work model or fully working remote, a new offering wanted by employees is a home office stipend. This is seen as an attractive perk that allows individuals to invest in the proper hardware and office set-up, as well as subsidize other expenses like cell phone and internet costs.

Following a global pandemic, employees are more concerned about their wellness now more than ever. It's important that employers are investing in both mental and physical wellness programs to improve their employees' well-being and improve employer/employee trust. Other new offerings that have been attracting talent are child care stipends, as well as additional paid family leave.



DIVERSITY, EQUITY, AND  
**INCLUSION**

## IMPORTANCE OF DEI IN THE WORKPLACE

Diversity, equity, and inclusion (DEI) has become a crucial, transformational element within the workplace. Before you begin to reevaluate your efforts and implement new practices, it is important organizations understand each component both individually and how they work together.

DEI refers to the programs and best practices that when successful, can lead to a more equitable future of work. Diverse and inclusive workplaces not only increase job satisfaction amongst employees, but also lead to higher levels of trust and improved productivity. Furthermore, research has shown many business related benefits including higher revenue growth and an increased likelihood to outperform less diverse peers.



### **TOOLS AND RESOURCES**

Canadian companies have embraced creating more diverse workplaces where individual contributions are valued. However, a truly inclusive workplace is always a work-in-progress and as such, there is always more learning and understanding to be done.

**Below are ways to foster a more inclusive workplace:**

- Create organization policies and programs to ensure all employees are treated fairly and with respect.
- Educate all staff on the importance of DEI.
- Employers should make it clear discrimination and harassment in the workplace will not be tolerated.
- Ensure your hiring and retention practices are transparent and bias-free.
- Create a judgment-free, welcoming corporate culture where all feel comfortable.
- Offer continued support to employees.
- Adjust workplace practices as needed to make it fair for all.

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## **ADDITIONAL DEI RESOURCES FOR EMPLOYERS**

[Canadian Centre for Diversity and Inclusion: Resources](#)

[Government of Canada: Tools, Training and Resources to Combat Racism & Discrimination in the Workplace](#)

[Government of Ontario: Accessibility Information for Businesses](#)

[LinkedIn: 50+ Ideas for Cultivating Diversity and Inclusion at Your Company](#)

[Rick Hansen Foundation: Accessibility Resources](#)

[2020 Diversity Disclosure Practices: Diversity and Leadership at Canadian Public Companies](#)

To learn how to foster more accessible hiring practices, read [Making Your Interview Process Inclusive](#) on the LRO Staffing blog.



### **ABOUT LRO STAFFING**

At LRO Staffing, relationships matter. We know that long-lasting relationships are based on trust and respect. It's how we do business. Furthermore, it's the reason our clients and candidates continue to include us in their plans, careers, and refer others to us without hesitation. We are a leading, full service search and staffing agency that specializes in the recruitment and placement of permanent, contract and temporary positions.

### **HOW WE CAN HELP**

We are committed to placing the right people in the right positions. Because of our extensive network and strong relationships in the industry, our tenured recruitment team can help you gain access to many jobs not advertised. We offer tailored solutions to meet your organizations exact needs. Need help with a permanent, contract or temporary search? [Contact us](#) today to experience the **LRO Staffing difference.**

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