

# 2023 Kansas City Paralegal Association (KCPA) and Heartland Paralegal Association (HPA) Salary and Benefits Survey



The information contained within this report was gathered electronically by the Kansas City Paralegal Association and the Heartland Paralegal Association.

The survey was available from May 1 to May 31, 2023. There were 132 responses and 33 questions. The responses and resulting information were tabulated by the Kansas City Paralegal Association Board of Directors.

Please see page 12 for further data analysis based on years of experience.

Thank you to all who took the time to participate.

May/June 2023

## 2023 KCPA/HPA Salary and Benefits Survey Findings

1. What is your current employment status in the paralegal field?

Full-time Paralegal: 121

Part-time Paralegal: 4

Freelance/Contract Paralegal: 2

Full time, but split (part time paralegal/part time secretary, human resources, etc.): 5

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

Less than a year: 9

1-3 years: 14

4-7 years: 13

8-12 years: 19

13-19 years: 27

20-29 years: 27

30+ years: 23

3. How many years have you been at your current job?

0-3 years: 64

4-6 years: 28

7-10 years: 16

11-20 years: 14

21-29 years: 8

30+ years: 2

4. Where is your office located?

Downtown, Kansas City, MO: 23

Crown Center, Kansas City, MO: 20

Midtown, Kansas City, MO: 2

Plaza Area, Kansas City, MO: 27

South Kansas City, MO: 6

North of the River, MO: 1

Crossroads: 1

Kansas City, KS: 3

River Market: 1

Overland Park / Johnson County, KS: 21

Lawrence, KS: 0

None: We have no office space – 100% remote: 5

Other: 22

(Brookside; Lee's Summit, MO; West Bottoms, MO; Independence, MO; Rural KC; Ottawa, KS; Eastern Jackson County, MO; Topeka, KS; Blue Springs, MO; Prairie Village, KS)

5. How many attorneys practice in your office?

51+: 22  
30-50: 12  
6-29: 44  
5 or fewer: 54

6. What is your educational background (select all that apply)?

High School Graduate: 42  
2-year associate degree: 52  
Paralegal Certificate: 67  
4-year bachelor's Degree: 58  
Graduate Degree: 15

7. What is considered a "work week" for you?

40 + hours: 85  
37.5 hours: 34  
35 hours or less: 12  
Other: 1

8. What benefits have you received from your current job (select all that apply)?

401k/IRA: 112  
Cell Phone/Cell Phone Plan Reimbursement: 24  
Dental/Vision Insurance: 95  
Educational Assistance: 19  
Health Insurance: 108  
Laptop Allowance: 13  
Parking: 74  
Profit Sharing: 40  
Vacation: 123

9. Other noted "Perks" of the job (select all that apply):

ADD Insurance: 32  
Ample Vacation / PTO Time: 86  
Blood/Cholesterol Screenings: 5  
Casual Work Environment / Jeans: 89  
Critical Illness Insurance: 19

Dependent Care Reimbursement: 16  
Educational Assistance: 13  
Employee stock option plan: 4  
ESOP: 2  
Face-to-Face Coach: 3  
Firm Breakfast / Lunches: 71  
Firm-Provided Laptop: 68  
Firm Team Building Activities / Retreats: 33  
Fitness Center: 14  
Flex Spending Account: 58  
Flexible Work Schedule / Flex Time: 78  
Free Beverages / Snacks: 76  
Free Firm Swag: 34  
Group Accident Insurance: 11  
Happy Hours: 45  
Holiday Events: 59  
Holiday Parties: 90  
Job Development / Technical Training: 29  
KCPA & other Professional Luncheons / Dues: 69  
Leaves of Absence: 38  
Life Insurance: 77  
Massage Therapist: 9  
Onsite Cafeteria: 18  
Onsite Credit Union: 0  
Onsite Daycare: 0  
Onsite Pharmacy: 1  
Outdoor activities: 10  
Provided Flu-Shots: 30  
Sam's Club / Costco Memberships: 8  
Short-Term / Long-Term Disability: 69  
Transportation Allowance: 5  
Vision Insurance: 59  
Volunteer Time w/o taking PTO: 33  
Wellness Opportunities: 22  
Work from Home: 94  
Year-End Bonus: 84  
Other: 4  
(Stock options; back-up child/dependent care; none of the above; home office equipment)

10. What is your yearly billable hour requirement at your current job?

1-999 hours: 16  
1000-1100 hours: 2  
1101-1200 hours: 2  
1201-1300 hours: 6  
1301-1400 hours: 3

1401-1500 hours: 12  
1501-1600 hours: 13  
1601-1700 hours: 8  
1701-1800 hours: 0  
1801-1900 hours: 0  
1901-2000 hours: 2  
2000+ hours: 2  
Other: 65

11. Do you have an office with walls & a door that shuts at your current job?

Yes: 89  
No: 43

12. Are you allowed to work from home or remote at your current job?

Yes: 107  
No: 25

13. Are you allowed to have a hybrid schedule (regularly working from home and in the office each week)?

Yes: 79  
No: 53

14. Do you have flex time at your current job (meaning you are allowed to make up time)?

Yes: 107  
No: 25

15. Do you receive a yearly review?

Yes: 104  
No: 28

16. If yes, please mark what best describes your thoughts about reviews.

I enjoy receiving feedback every year (good or bad).: 69  
I completely dread review time.: 7  
I have mixed feelings about reviews.: 35  
N/A: 16

17. What is your salary range at your current job (not inclusive of overtime or yearly bonuses)?

\$30,000 or less: 3  
 \$30,001-\$40,000: 5  
 \$40,001-\$50,000: 18  
 \$50,001-\$60,000: 22  
 \$60,001-\$70,000: 28  
 \$70,001-\$80,000: 26  
 \$80,001-\$90,000: 14  
 \$90,001-\$100,000: 12  
 \$100,001-\$110,000: 2  
 More than \$110,000: 2

18. How often do you get a salary increase?

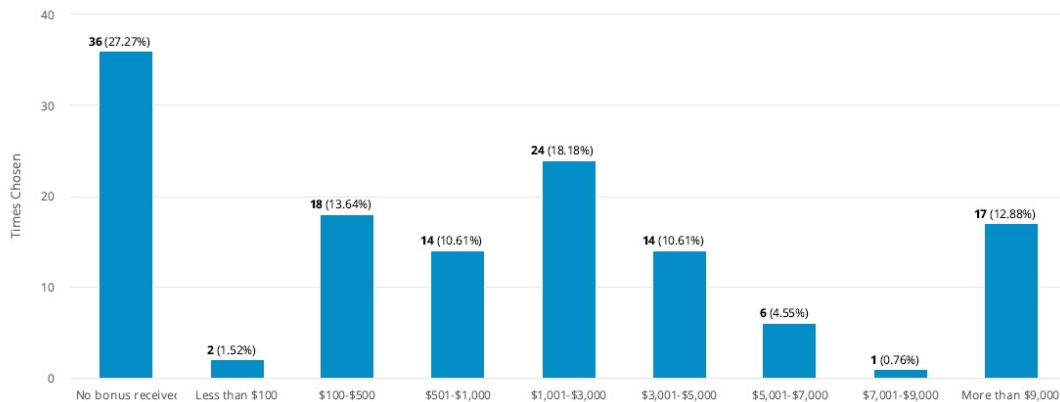
Every 3 months: 1  
 Every 6 months: 2  
 Once a year: 87  
 No set schedule: 31  
 Unsure: 11

19. Do you receive a Christmas bonus or a year-end bonus? If so, what is the range of that bonus?

No bonus received: 36  
 Less than \$100: 2  
 \$100-\$500: 18  
 \$501-\$1,000: 14  
 \$1,001-\$3,000: 24  
 \$3,001-\$5,000: 14  
 \$5,001-\$7,000: 6  
 \$7,001-\$9,000: 1  
 More than \$9,000: 17

**Do you receive a Christmas bonus or a year-end bonus? If so, what is the range of that bonus?**

Number of responses: 132



20. Do you receive overtime once you've met your required full-time hours for the week?

Yes: 83

No: 49

21. Have you been to trial at your current job? If so how many times?

Never been to trial: 76

Yes, 1-3 times: 26

Yes, 4-5 times: 7

Yes, 6-8 times: 8

Yes, 9-11 times: 7

Yes, more than 12 times: 8

22. Have you been to trial in-person in any of your jobs? If so, how many times?

Never been to trial: 47

Yes, 1-3 times: 19

Yes, 4-5 times: 14

Yes, 6-8 times: 12

Yes, 9-11 times: 8

Yes, more than 12 times: 32

23. Do you have knowledge of E-Discovery?

No knowledge: 45

Beginner: 34

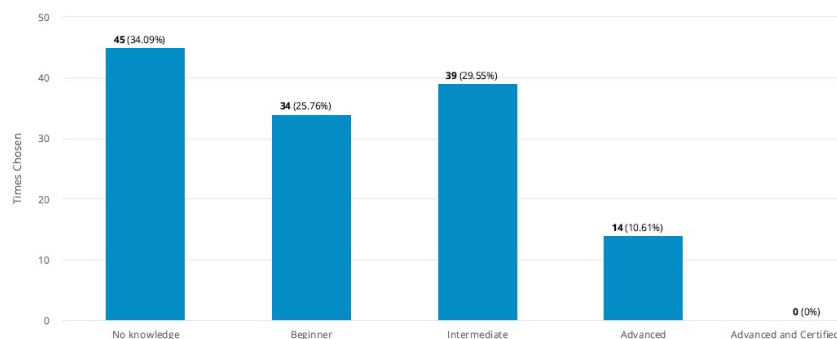
Intermediate: 39

Advanced: 14

Advanced and Certified: 0

**Do you have knowledge of E-Discovery?**

Number of responses: 132



24. What have you used for an E-Discovery database? (Select all that apply.)

CasePoint: 6  
CloudNine: 10  
Concordance: 13  
Docket Alarm: 0  
Eclipse: 5  
EnCase: 0  
Logikcull: 8  
Relativity: 33  
Summation: 30  
Zapproved: 0  
N/A: 68  
Other: 12  
(Everlaw; DISCO; Niche; Xera; Dropbox; Xylab)

25. What document management system do you use at your current job (to store documents as they are being edited and/or to create electronic files for cases)?

Aim: 1  
Autotask Workplace: 0  
Best Case: 0  
Case Management Pro: 0  
Confidential: 0  
eDocs: 2  
Elite: 1  
Filesite: 5  
GoogleApps for Business: 3  
Hotdocs: 5  
iManage: 17  
InControl: 0  
Legal Files: 1  
Needles: 1  
NetDocs: 15  
OnBase: 1  
PerfectLaw: 6  
SharePoint: 21  
TrialWorks: 1  
Worksite: 2  
Worldox: 13  
In House: 24  
Not Sure: 7  
None: 18  
Other: 29



(Cloudlex; Dropbox; Filevine; OCM; Malbek Contract Management System; CASEpeer; MyCase; SEM; Datto; Box; Daylite)

26. What billing system does your current job use (to bill time to clients)?

3E System: 3

Billing / Time Matters: 1

Confidential: 0

Clio: 21

DTE: 0

Elite: 3

Intapp: 8

Litigation Management Software: 6

Omega: 3

PC Law: 2

Perfect Law: 5

Tabs: 16

Timeslips: 8

T Sheets: 0

None: 15

In House: 14

Not Sure: 12

Other: 23

(Time59; Doe Ascent; Filevine; iTimeKeep; Aderant; Abacus Law; Rocket Matter; Leanlaw; Time by Ping; Caret Legal; Coyote; SurePoint/LMS; QB; Practice Panther)

27. What national paralegal organization(s) are you a member of? (Select all that apply.)

American Alliance of Paralegals: 0

American Association for Justice Paralegal Affiliates: 1

American Association for Paralegal Education: 0

American Association of Legal Nurse Consultants: 0

American Bar Association: 6

Association of Legal Administrators: 1

International Paralegal Management Association: 0

National Association for Legal Support Professionals: 0

National Association of Legal Assistants & Paralegals: 17

National Federation of Paralegal Associations: 11

None: 98

Other: 4

(American Association for Justice)

28. What other area paralegal organizations are you a member of? (Select all that apply.)

Heartland Paralegal Association: 12  
Missouri Paralegal Association: 7  
Kansas Paralegal Association: 6  
Kansas City Paralegal Association: 75  
Other: 45  
(MATA)

29. Does your firm have educational requirements for hiring paralegals?

Yes, they require a four-year degree and a paralegal certificate.: 7  
Yes, they require a four-year degree and will substitute experience for a paralegal certificate.: 10  
Yes, they require at least a two-year degree in Paralegal Studies.: 15  
No.: 81  
Other: 18

30. Did your workload increase, decrease, or stay the same during 2020-2021?

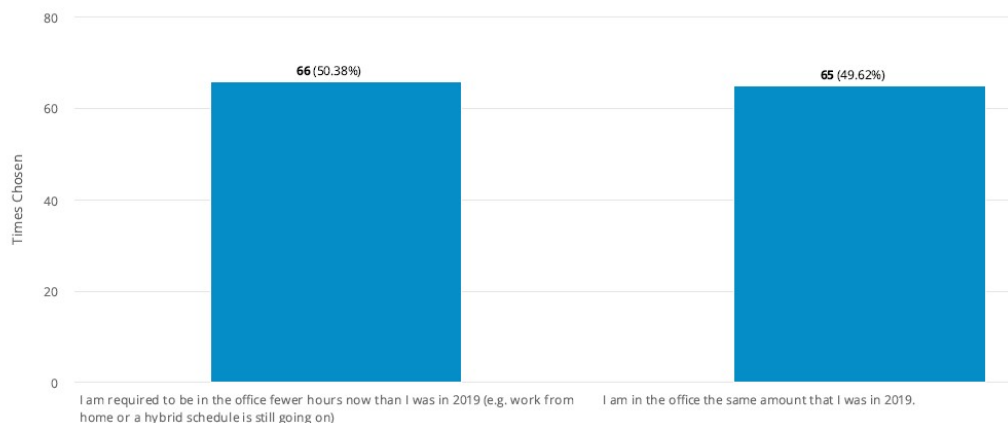
My workload increased: 52  
My workload decreased: 18  
My workload stayed the same: 61

31. How does the amount of time you are required to be in the office now compare to 2019?

I am required to be in the office fewer hours now than I was in 2019 (e.g. work from home or a hybrid schedule is still going on).: 66  
I am in the office the same amount that I was in 2019.: 65

**How does the amount of time you are required to be in the office now compare to 2019?**

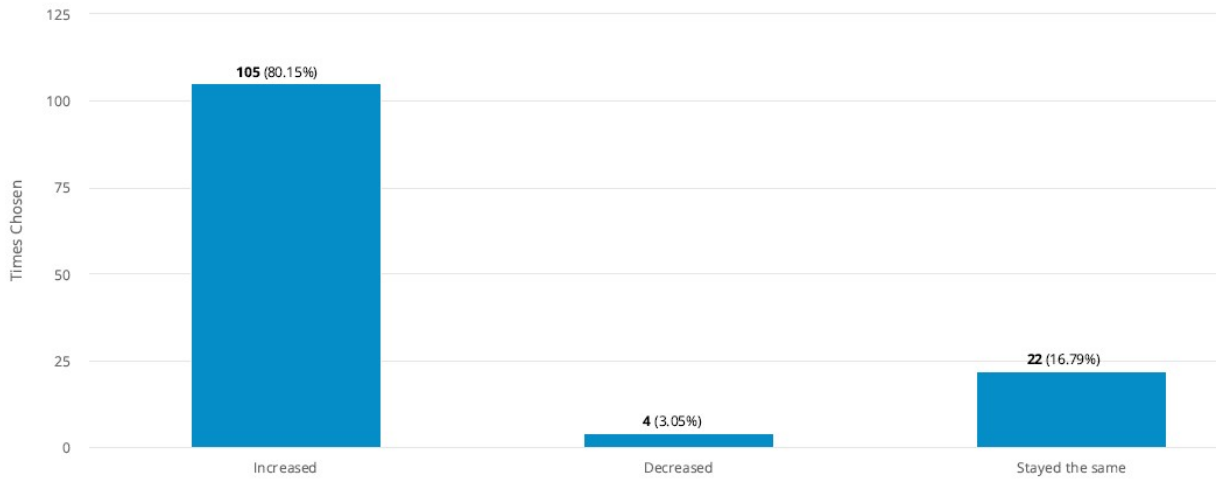
Number of responses: 131



32. Has your overall income (including bonus and overtime) decreased or increased since 2019?  
Increased: 105  
Decreased: 4  
Stayed the same: 22

**Has your overall income (including bonus and overtime) decreased or increased since 2019?**

Number of responses: 131



33. Have your benefits decreased or increased since 2019?  
Increased: 38  
Decreased: 10  
Stayed the same: 83

## Further Data Analysis – By Years of Experience

### **For Paralegals with Less than 1 Year of Experience (9 Respondents):**

- How many years have you been at your current job?
  - 0-3 years: 8
  - 4-6 years: 1
  - 7-10 years: 0
  - 11-20 years: 0
  - 21-29 years: 0
  - 30+ years: 0
  
- What is your educational background (select all that apply)?
  - High School Graduate: 5
  - 2-year associate degree: 4
  - Paralegal Certificate: 5
  - 4-year bachelor's Degree: 3
  - Graduate Degree: 1
  
- What is your yearly billable hour requirement at your current job?
  - 1-999 hours: 2
  - 1000-1100 hours: 0
  - 1101-1200 hours: 0
  - 1201-1300 hours: 1
  - 1301-1400 hours: 0
  - 1401-1500 hours: 0
  - 1501-1600 hours: 0
  - 1601-1700 hours: 0
  - 1701-1800 hours: 0
  - 1801-1900 hours: 0
  - 1901-2000 hours: 0
  - 2000+ hours: 0
  - Other: 6
  
- What is your salary range at your current job (not inclusive of overtime or yearly bonuses)?
  - \$30,000 or less: 1
  - \$30,001-\$40,000: 4
  - \$40,001-\$50,000: 2
  - \$50,001-\$60,000: 1
  - \$60,001-\$70,000: 1
  - \$70,001-\$80,000: 0
  - \$80,001-\$90,000: 0
  - \$90,001-\$100,000: 0
  - \$100,001-\$110,000: 0
  - More than \$110,000: 0
  
- Do you receive a Christmas bonus or a year-end bonus? If so, what is the range of that bonus?

- No bonus received: 5
- Less than \$100: 0
- \$100-\$500: 2
- \$501-\$1,000: 1
- \$1,001-\$3,000: 0
- \$3,001-\$5,000: 1
- \$5,001-\$7,000: 0
- \$7,001-\$9,000: 0
- More than \$9,000: 0

**For Paralegals with 1-3 Years of Experience (14 Respondents):**

- How many years have you been at your current job?
  - 0-3 years: 14
  - 4-6 years: 0
  - 7-10 years: 0
  - 11-20 years: 0
  - 21-29 years: 0
  - 30+ years: 0
  
- What is your educational background (select all that apply)?
  - High School Graduate: 5
  - 2-year associate degree: 8
  - Paralegal Certificate: 5
  - 4-year bachelor's Degree: 2
  - Graduate Degree: 0
  
- What is your yearly billable hour requirement at your current job?
  - 1-999 hours: 3
  - 1000-1100 hours: 1
  - 1101-1200 hours: 0
  - 1201-1300 hours: 2
  - 1301-1400 hours: 0
  - 1401-1500 hours: 0
  - 1501-1600 hours: 3
  - 1601-1700 hours: 0
  - 1701-1800 hours: 0
  - 1801-1900 hours: 0
  - 1901-2000 hours: 0
  - 2000+ hours: 0
  - Other: 5
  
- What is your salary range at your current job (not inclusive of overtime or yearly bonuses)?
  - \$30,000 or less: 2
  - \$30,001-\$40,000: 0
  - \$40,001-\$50,000: 6
  - \$50,001-\$60,000: 4

- \$60,001-\$70,000: 1
  - \$70,001-\$80,000: 1
  - \$80,001-\$90,000: 0
  - \$90,001-\$100,000: 0
  - \$100,001-\$110,000: 0
  - More than \$110,000: 0
- Do you receive a Christmas bonus or a year-end bonus? If so, what is the range of that bonus?
    - No bonus received: 5
    - Less than \$100: 2
    - \$100-\$500: 2
    - \$501-\$1,000: 0
    - \$1,001-\$3,000: 2
    - \$3,001-\$5,000: 1
    - \$5,001-\$7,000: 0
    - \$7,001-\$9,000: 0
    - More than \$9,000: 2

**For Paralegals with 4-7 Years of Experience (13 Respondents):**

- How many years have you been at your current job?
  - 0-3 years: 7
  - 4-6 years: 4
  - 7-10 years: 2
  - 11-20 years: 0
  - 21-29 years: 0
  - 30+ years: 0
- What is your educational background (select all that apply)?
  - High School Graduate: 5
  - 2-year associate degree: 3
  - Paralegal Certificate: 7
  - 4-year bachelor's Degree: 8
  - Graduate Degree: 3
- What is your yearly billable hour requirement at your current job?
  - 1-999 hours: 3
  - 1000-1100 hours: 0
  - 1101-1200 hours: 0
  - 1201-1300 hours: 0
  - 1301-1400 hours: 0
  - 1401-1500 hours: 2
  - 1501-1600 hours: 0
  - 1601-1700 hours: 1
  - 1701-1800 hours: 0
  - 1801-1900 hours: 0
  - 1901-2000 hours: 1

- 2000+ hours: 1
- Other: 5
- What is your salary range at your current job (not inclusive of overtime or yearly bonuses)?
  - \$30,000 or less: 0
  - \$30,001-\$40,000: 0
  - \$40,001-\$50,000: 1
  - \$50,001-\$60,000: 6
  - \$60,001-\$70,000: 3
  - \$70,001-\$80,000: 2
  - \$80,001-\$90,000: 1
  - \$90,001-\$100,000: 0
  - \$100,001-\$110,000: 0
  - More than \$110,000: 0
- Do you receive a Christmas bonus or a year-end bonus? If so, what is the range of that bonus?
  - No bonus received: 5
  - Less than \$100: 0
  - \$100-\$500: 0
  - \$501-\$1,000: 3
  - \$1,001-\$3,000: 3
  - \$3,001-\$5,000: 1
  - \$5,001-\$7,000: 1
  - \$7,001-\$9,000: 0
  - More than \$9,000: 0

**For Paralegals with 8-12 Years of Experience (19 Respondents):**

- How many years have you been at your current job?
  - 0-3 years: 11
  - 4-6 years: 0
  - 7-10 years: 6
  - 11-20 years: 2
  - 21-29 years: 0
  - 30+ years: 0
- What is your educational background (select all that apply)?
  - High School Graduate: 7
  - 2-year associate degree: 8
  - Paralegal Certificate: 10
  - 4-year bachelor's Degree: 6
  - Graduate Degree: 2
- What is your yearly billable hour requirement at your current job?
  - 1-999 hours: 3
  - 1000-1100 hours: 1
  - 1101-1200 hours: 0

- 1201-1300 hours: 2
  - 1301-1400 hours: 0
  - 1401-1500 hours: 0
  - 1501-1600 hours: 2
  - 1601-1700 hours: 0
  - 1701-1800 hours: 0
  - 1801-1900 hours: 0
  - 1901-2000 hours: 0
  - 2000+ hours: 0
  - Other: 11
- What is your salary range at your current job (not inclusive of overtime or yearly bonuses)?
    - \$30,000 or less: 0
    - \$30,001-\$40,000: 1
    - \$40,001-\$50,000: 3
    - \$50,001-\$60,000: 5
    - \$60,001-\$70,000: 6
    - \$70,001-\$80,000: 1
    - \$80,001-\$90,000: 3
    - \$90,001-\$100,000: 0
    - \$100,001-\$110,000: 0
    - More than \$110,000: 0
  - Do you receive a Christmas bonus or a year-end bonus? If so, what is the range of that bonus?
    - No bonus received: 6
    - Less than \$100: 0
    - \$100-\$500: 3
    - \$501-\$1,000: 2
    - \$1,001-\$3,000: 4
    - \$3,001-\$5,000: 1
    - \$5,001-\$7,000: 1
    - \$7,001-\$9,000: 0
    - More than \$9,000: 2

**For Paralegals with 13-19 Years of Experience (27 Respondents):**

- How many years have you been at your current job?
  - 0-3 years: 11
  - 4-6 years: 7
  - 7-10 years: 5
  - 11-20 years: 4
  - 21-29 years: 0
  - 30+ years: 0
- What is your educational background (select all that apply)?
  - High School Graduate: 8
  - 2-year associate degree: 10



- Paralegal Certificate: 10
- 4-year bachelor's Degree: 15
- Graduate Degree: 7
  
- What is your yearly billable hour requirement at your current job?
  - 1-999 hours: 3
  - 1000-1100 hours: 0
  - 1101-1200 hours: 1
  - 1201-1300 hours: 1
  - 1301-1400 hours: 0
  - 1401-1500 hours: 3
  - 1501-1600 hours: 4
  - 1601-1700 hours: 1
  - 1701-1800 hours: 0
  - 1801-1900 hours: 0
  - 1901-2000 hours: 0
  - 2000+ hours: 0
  - Other: 14
  
- What is your salary range at your current job (not inclusive of overtime or yearly bonuses)?
  - \$30,000 or less: 0
  - \$30,001-\$40,000: 0
  - \$40,001-\$50,000: 4
  - \$50,001-\$60,000: 2
  - \$60,001-\$70,000: 7
  - \$70,001-\$80,000: 6
  - \$80,001-\$90,000: 5
  - \$90,001-\$100,000: 2
  - \$100,001-\$110,000: 1
  - More than \$110,000: 0
  
- Do you receive a Christmas bonus or a year-end bonus? If so, what is the range of that bonus?
  - No bonus received: 6
  - Less than \$100: 0
  - \$100-\$500: 3
  - \$501-\$1,000: 2
  - \$1,001-\$3,000: 6
  - \$3,001-\$5,000: 3
  - \$5,001-\$7,000: 3
  - \$7,001-\$9,000: 0
  - More than \$9,000: 4

**For Paralegals with 20-29 Years of Experience (27 Respondents):**

- How many years have you been at your current job?
  - 0-3 years: 8
  - 4-6 years: 12

- 7-10 years: 2
- 11-20 years: 3
- 21-29 years: 2
- 30+ years: 0
  
- What is your educational background (select all that apply)?
  - High School Graduate: 5
  - 2-year associate degree: 11
  - Paralegal Certificate: 12
  - 4-year bachelor's Degree: 11
  - Graduate Degree: 2
  
- What is your yearly billable hour requirement at your current job?
  - 1-999 hours: 1
  - 1000-1100 hours: 0
  - 1101-1200 hours: 1
  - 1201-1300 hours: 0
  - 1301-1400 hours: 1
  - 1401-1500 hours: 5
  - 1501-1600 hours: 3
  - 1601-1700 hours: 2
  - 1701-1800 hours: 0
  - 1801-1900 hours: 0
  - 1901-2000 hours: 0
  - 2000+ hours: 1
  - Other: 13
  
- What is your salary range at your current job (not inclusive of overtime or yearly bonuses)?
  - \$30,000 or less: 0
  - \$30,001-\$40,000: 0
  - \$40,001-\$50,000: 1
  - \$50,001-\$60,000: 1
  - \$60,001-\$70,000: 7
  - \$70,001-\$80,000: 12
  - \$80,001-\$90,000: 0
  - \$90,001-\$100,000: 5
  - \$100,001-\$110,000: 0
  - More than \$110,000: 1
  
- Do you receive a Christmas bonus or a year-end bonus? If so, what is the range of that bonus?
  - No bonus received: 2
  - Less than \$100: 0
  - \$100-\$500: 8
  - \$501-\$1,000: 2
  - \$1,001-\$3,000: 6
  - \$3,001-\$5,000: 2

- \$5,001-\$7,000: 1
- \$7,001-\$9,000: 1
- More than \$9,000: 5

**For Paralegals with 30+ Years of Experience (23 Respondents):**

- How many years have you been at your current job?
  - 0-3 years: 5
  - 4-6 years: 4
  - 7-10 years: 1
  - 11-20 years: 5
  - 21-29 years: 6
  - 30+ years: 2
  
- What is your educational background (select all that apply)?
  - High School Graduate: 7
  - 2-year associate degree: 8
  - Paralegal Certificate: 18
  - 4-year bachelor's Degree: 13
  - Graduate Degree: 0
  
- What is your yearly billable hour requirement at your current job?
  - 1-999 hours: 1
  - 1000-1100 hours: 0
  - 1101-1200 hours: 0
  - 1201-1300 hours: 0
  - 1301-1400 hours: 2
  - 1401-1500 hours: 2
  - 1501-1600 hours: 1
  - 1601-1700 hours: 4
  - 1701-1800 hours: 0
  - 1801-1900 hours: 0
  - 1901-2000 hours: 1
  - 2000+ hours: 1
  - Other: 11
  
- What is your salary range at your current job (not inclusive of overtime or yearly bonuses)?
  - \$30,000 or less: 0
  - \$30,001-\$40,000: 0
  - \$40,001-\$50,000: 1
  - \$50,001-\$60,000: 3
  - \$60,001-\$70,000: 3
  - \$70,001-\$80,000: 4
  - \$80,001-\$90,000: 5
  - \$90,001-\$100,000: 5
  - \$100,001-\$110,000: 1
  - More than \$110,000: 1

- Do you receive a Christmas bonus or a year-end bonus? If so, what is the range of that bonus?
  - No bonus received: 7
  - Less than \$100: 0
  - \$100-\$500: 0
  - \$501-\$1,000: 4
  - \$1,001-\$3,000: 3
  - \$3,001-\$5,000: 5
  - \$5,001-\$7,000: 0
  - \$7,001-\$9,000: 0
  - More than \$9,000: 4