

April 19, 2022

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Paralegal Division of the Utah State Bar

Newsletter

We are excited to provide you with this newsletter to provide current news and happenings in the paralegal community!



We would like to invite members to provide suggestions, comments, and other feedback that they would like to see over the next year from the Paralegal Division. If you have any CLE ideas, or anything you'd like to see more of, please send us an email at utahparalegaldivision@gmail.com.

Notice – Changes to CLE Requirement for Attorneys

The Utah Supreme Court announced a big change in CLE Requirements. Attorneys are now required to report their CLE hours on an annual basis – instead of every other year. This adjusts the annual reporting requirement to twelve (12) hours of accredited CLE each year, including one (1) hour of ethics and one (1) hour of professionalism and civility. You may want to start nudging your attorneys to check their CLE status and if they are still needing hours, encourage them to attend the Paralegal Division’s Annual CLE in June.

*** CLE Compliance Report Period: July 1, 2021 – June 20, 2022.**

The CLE requirement for Paralegal members of the Utah State Bar is 10 hours of accredited CLE, to include 1 hour of legal ethics and 1 hour of professionalism and civility.

The Utah Supreme Court Board of Continuing Education has also suspended all requirements for in-person CLE attendance for this reporting cycle, ending 06/30/2022. Accordingly, all Utah attorneys and paralegals can satisfy their entire requirement with online courses.

Paralegal Day

Exciting news! The Paralegal Day Luncheon will be held *in-person* on Friday, May 20, 2022, beginning 12:00 p.m. at the Marriott City Center. If you are not able to attend in-person, we will also provide a virtual option for those not able to be present.

As part of this luncheon, The Distinguished Paralegal of the Year Award will be presented by the Paralegal Division of the Utah State Bar and the Utah Paralegal Association to a paralegal who has met a standard of excellence through their work and service in this profession.

We invite you to submit nominations of those individuals who have met this standard. Please consider taking the time to recognize an outstanding paralegal. Nominating a paralegal is the perfect way to ensure that his or her hard work is recognized, not only by a professional organization, but by the legal community.

Nomination forms were circulated in an email. If you didn’t receive it or have any additional questions/concerns, please contact Greg Wayment at wayment@mcg.law.

The deadline for nominations is April 22, 2022, at 5:00 pm.

Know your Worth, Work Hard, Stay Motivated

Do you feel overworked and under-compensated? If so, we are excited to feature an article centered around paralegal compensation in the hopes that it is helpful as you advocate for yourself in your current role, gather support to ask for additional compensation/benefits, evaluate an outside job offer, or just learn about compensation resources that are available to you.

Before we head down this rabbit hole, let's make sure that you are looking at the whole picture. The grass isn't always greener on the other side – it's green where you water it! As humans, we can sometimes be myopic in our thought process, and can overlook some of the benefits that we are currently receiving. We've all been in a position where we learn of another person who is making a much larger salary and feel slighted. When that happens, take a step back and really consider all the pros and cons that you are receiving. Keep in mind there is a cost/benefit associated with various perks to your employment, including payment for insurance premiums, paid leave, contributions to retirement plans, paid parking/transit passes, tuition reimbursement, and other similar benefits that are less obvious. Some of which include your work/life balance, ability to dress more casually, flexibility in your work hours, and overall workplace environment. We recommend that you compile a list of pros and cons for your current position. Once you have done this, we also recommend that you compile a list of what you are wanting/needing. Devise a plan on how you are going to achieve your goals and how you will respond to roadblocks along the way.

Now that you know what you want, let's discuss how you can advocate for yourself to get it. Paralegals are notoriously good researchers, so it's time to put those talents to work for your own benefit. Do your research so that you know what the going rate for a paralegal with similar experience, education, responsibilities, firm/company size and geographic location is in your area. A great way to do this is to network with other paralegals in your community or compare salary ranges in employment ads. At the end of this article, we will also provide links for resources available online. We also suggest that you start using LinkedIn to get noticed or built a network of other paralegals/legal professionals and post an updated resume.

Once you know what you want and have the documentation/research to support it, the next step is to determine how to ask for it. Keep in mind that every firm/company works differently, and you will need to determine the best approach for your current situation. Typically, your supervising attorney will be your best advocate. They are intimately aware of your capabilities and are directly benefited from your

overall job satisfaction. They are also generally aware of the politics in the company and would be able to either directly advocate for you or provide recommendations on who you should approach with your request. They may also be able to provide pointers for negotiating.

When you present your request, it is imperative that you present your argument confidently. If you do not believe it, neither will they. That is why you did your research. Speak confidently - making eye contact as you articulate why you deserve the additional compensation you are seeking and how your request is justified. Make sure that you include examples of why your request will benefit the company – higher morale, less turn over, more profits, etc. Provide the printouts of the research you have conducted to provide additional support for your position. Lastly, do not expect an answer on the spot. Most companies need to go through various hoops in order to adjust compensation and this may not happen overnight. Be patient and be willing to negotiate from your initial request.

The last thing to consider is how you will respond if your demands are not granted. Will your attitude affect your ongoing performance and overall job satisfaction going forward? You will need to mentally prepare yourself for a negative response from your employer and determine what your plan will be if your employer fails to grant your request. Regardless of the response, do your best to maintain a professional composure. Be willing to accept negative criticism and be willing to make the necessary adjustments to achieve your end goal. If you choose to remain in your position, make sure that this does not affect your job performance going forward. If you decide to seek employment elsewhere, understand that this process provided you with the negotiating experience and overall knowledge to better advocate for yourself and successfully secure a position that is commensurate with your overall professional goals.

We hope that this article provided you with some additional insight. If you found this article beneficial, we would like your input. We are contemplating conducting a Career Building Workshop to include resume building, professional headshots, and self-esteem building. Please email utahparalegaldivision@gmail.com if this is something you would be interested in.

Here are some interesting facts relating to paralegal compensation nationwide per the U.S. Bureau of Labor Statistics website, as well as the links relating to compensation:

Summary

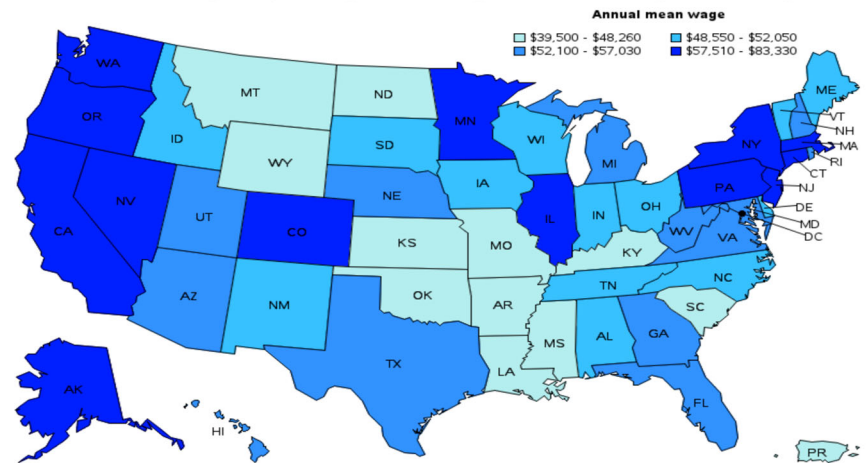
Quick Facts: Paralegals and Legal Assistants	
2020 Median Pay [?]	\$52,920 per year \$25.44 per hour
Typical Entry-Level Education [?]	Associate's degree
Work Experience in a Related Occupation [?]	None
On-the-job Training [?]	None
Number of Jobs, 2020 [?]	345,600
Job Outlook, 2020-30 [?]	12% (Faster than average)
Employment Change, 2020-30 [?]	41,400

Employment projections data for paralegals and legal assistants, 2020-30

Occupational Title	SOC Code	Employment, 2020	Projected Employment, 2030	Change, 2020-30		Employment by Industry
				Percent	Numeric	
Paralegals and legal assistants	23-2011	345,600	387,000	12	41,400	Get data

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

Annual mean wage of paralegals and legal assistants, by state, May 2020



Blank areas indicate data not available.

Top paying states for Paralegals and Legal Assistants:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
District of Columbia	5,870	8.55	3.57	\$ 40.06	\$ 83,330
California	33,490	2.04	0.85	\$ 31.85	\$ 66,250
Washington	6,620	2.07	0.87	\$ 30.31	\$ 63,050
Colorado	5,520	2.14	0.89	\$ 30.26	\$ 62,950
New York	27,540	3.17	1.32	\$ 30.06	\$ 62,530

Links:

- Robert Half Legal – Legal Salary Guide 2021 – <https://www.roberthalf.com/salary-guide> By sharing your information with Robert Half, you can receive a free download of the report. Just as a caution, this may open you up to spam.
- U.S. Bureau of Labor Statistics: [Paralegals and Legal Assistants Occupational Outlook Handbook](#) - this site provide both national and local statistics.
- Payscale.com – this website allows you to evaluate your current compensation package or job offer. You can enter different metrics, such as years of experience, education, title, location, size

of company, benefits offered, base salary and bonus information to get a feel for the compensation ranges based on these variables.

- National Association of Legal Assistants (NALA) – 2020 National Utilization and Compensation Study – this site requires membership and has a fee/requirements associated with it.
- Association of Corporate Counsel (ACC) – 2020 Law Department Compensation Report – this site requires membership. If you work in-house, it is worth having at least one member of your team participating as a member. The Compensation report covers many legal titles and has a large group of respondents giving a great picture of compensation across various categories.

Member Spotlight

The purpose of this quarterly newsletter spotlight is to honor a Utah paralegal who, over a long and distinguished career, through their ethical and personal conduct, enthusiasm, and fortitude, rendered extraordinary contributions and service to the paralegal profession.

The Paralegal Division is pleased to announce that the Member Spotlight for this Quarter is:

DEB CALEGORY



Deb Calegory has been an example of professionalism, character, and leadership throughout her tenure as a Paralegal. Deb's experience has expanded over the course of her 40-year career. She currently works in the St. George office of **Dentons Durham Jones Pinegar ("DDJP")** in the areas of Real Estate, Commercial Transactions, Corporate/Business Law, and Litigation.

Current and former supervisors alike have stated that one of Deb's greatest strengths is her confidence and willingness to eagerly accept and learn new responsibilities and skills. One of Deb's colleagues shared that when he was a new lawyer and didn't have an answer to a question, he would tell the client that he needed to perform some serious legal research. He clarified that what he really meant was that he needed to ask Deb. Whether interfacing brilliantly with clients, proofreading legal writing, performing tedious document review, offering blunt (and usually correct) opinions, or providing a sounding board on legal strategy, Deb was always his *go to person*. He felt lucky to be able to work with such a dedicated individual. Another supervisor remarked that Deb contributed greatly to the paralegal profession in Utah. Clients appreciated her clear and complete communication and her coworkers, appreciated her expertise, dependability, and accuracy. Deb tracked

details and remembered facts to bring up at the right moment – serving clients very well.

Deb is not just a consummate professional, she is also very committed to community service. Deb directed her enthusiasm for the vocation into building relationships in the legal community to advance the Paralegal vocation and provided forums for discussion of issues affecting the legal profession. Deb prepared curriculum and provided instruction for paralegal programs for Dixie State College and the Utah Chapter of the American Paralegal Association. She also served as Chair of the Southern Utah Community Center Advisory Board. Her professional skills and community service have made her one of the most well-known and highly respected paralegals in Southern Utah.

In addition, Deb participated on the Board of Directors of the Paralegal Division of the Utah State Bar in various functions since early 2000, including serving as chair from 2001-2002. A fellow board member who served with her from 2018-2021, commented that Deb is one of the most competent and hard-working paralegals she has ever known. Deb has a dedicated spirit and willingness to serve and teach that is unmatched by many. She is also very fun to be around – she is a character who can make anyone laugh. She is thoughtful, kind, brilliant, and this colleague felt privileged to have worked alongside her and learned from her many talents.

Deb received a Paralegal Certified Certificate from American Paralegal Association and is a Certified Paralegal through the National Association of Legal Assistants (NALA). In 2008, Deb was honored with the Distinguished Paralegal of the Year Award. When Deb's employer *DDJP* was notified that she had won the award, they arranged to fly her from St. George to Salt Lake City to receive the award. Deb remarked that she was honored to be nominated and receive the award, but she was equally as grateful and humbled by the generosity of her firm. That act of kindness has stayed with her for many years.

Deb has been described by others as exuding enthusiasm and joy. Not only is this evident in her professional career but it can also be observed through her extracurricular activities. Deb is passionate about her family, friends, cooking, and baking. She recently took up the sport of golf and is serving as the President of the Dixie Red Hills Ladies Golf Association.

Throughout her tenure, Deb has watched as the paralegal profession evolved to what it is today. In speaking with Deb, she comes across both respectful and appreciative of her long and rewarding career as a paralegal.

If you know of anyone that you would like to elect to be in the Member Spotlight section of this newsletter, please send me an email at: sdirksen@parrbrown.com.

Exciting CLE Opportunities:

We are rapidly approaching the deadline for our reporting period for CLE. On April 20, 2022, The Paralegal Division will be sponsoring a FREE Brown Bag CLE regarding Cyber Threats and Resources in Utah. This topic will be presented by Hannah Bennett. We hope you can join!

As mentioned above, the Paralegal Day Luncheon will be held on Friday, May 20, 2022, in person beginning at 12:00 p.m. and will be held at the Marriott City Center. Please watch your in-box for additional details and enrollment information.

The Annual Paralegal Division CLE is scheduled for Friday, June 10, 2022, at the Utah Law & Justice Center, 645 South 200 East, SLC, UT 84111. Registration begins at 7:30 a.m.; Seminar begins at 8:00 a.m. [7.0 CLE Credit Hours (including 1/0 Ethics and 1.0 Professionalism and Civility) (Credit pending). Possibly virtual or mixed.

Lastly - **The Board of Directors are pleased to announce a total of three (3) Scholarships in the amount of \$500 to assist with your attendance at this year's Summer Convention.** This amount will be reimbursed to the lucky recipients upon proof of attendance at the CLE. If you are interested, please send an email to utahparalegaldivision@gmail.com including your name, address and telephone number no later than May 1, 2022. We will conduct a drawing at our next Board Meeting, scheduled for May 10, 2022, to award this year's scholarships. The recipients will be notifying shortly thereafter. See details concerning the convention below:

Utah State Bar Summer Convention: Coronado July 6-9, 2022



Loews Coronado Resort: Perched on its own 15-acre peninsula, Loews Coronado Bay is a private oasis of tranquility near San Diego, California. Group Rates Available. Guest Room Rates: Starting from \$249 plus tax – Group Details:

- Resort Fee Waived
- 10% Discount Off Spa Treatments
- \$15 Discounted Overnight Self-Parking

<https://www.loewshotels.com/coronado-bay-resort/group-2022-utah-state-bar-summer-convention>

Community Service Opportunities

Wills for Heroes

Our next Wills for Heroes event is scheduled to take place on May 14 in Park City, UT. Please watch your inbox for announcements on how you can participate and help with this amazing event.

Woman's Shelter donations

This is a good opportunity for a little spring cleaning to provide some items to help abused and displaced women get a fresh start. Choose new or lightly used clothing items to donate. Many women in shelters have left everything behind and need to start a wardrobe from bottom up. Additionally, shelters often help women to find employment, so dressy clothing that can be worn to a job interview is always welcome.

Contact Jennifer Hunter at jhunter@wnlaw.com to arrange a drop-off or pick up or deliver them directly to the **Geraldine E. King Women's Resource Center, located at 131 E. 700 South, in Salt Lake City, Utah.** The Geraldine E. King Women's Resource Center is requiring a drop off appointment which can be made online: In-Kind Donations & Wish Lists | Volunteers of America (voaut.org) – sign up under the Geraldine E. Kings Women's Resource Center selection.

Well-Being Week in Law – May 2-6, 2022

To align with Mental Health Awareness Month in May, Well-Being Week in Law (WWIL) will occur annually the first full week of May. In 2022, WWIL will be May 2-6. We invite you to coordinate or participate in local activities, either as an individual, through a group, or possibly encourage your law firm, government entity, corporation or other entity to become involved. Resources and activity ideas are available on the following web-site: <https://lawyerwellbeing.net/lawyer-well-being-week/>

A myriad of opportunities awaits you as a member of the Paralegal Division. If you are interested in participating on a committee or perhaps assisting on a specific project, please submit a committee volunteer form or contact a member of the Board of Directors. We welcome and encourage your participation.
