

## A FOCUS ON TRAINING

We seek highly motivated individuals who are interested in continuing to progress in their skills and capabilities. Our firm features dedicated training facilities and instructors and a comprehensive in-house education program.



## Professional Staff

Our firm employs professional staff in a range of positions that involve information technology, litigation support, accounting, business development, secretarial services, desktop publishing, human resources, library sciences, building management and maintenance, and many other career options. For all of these career paths, we seek qualified individuals interested in working as part of a team whose goal is to provide our clients with excellent legal services. To those individuals, we offer a collegial, supportive, and professional firm culture that encourages creativity, embraces diversity, allows individuals to grow and develop new skills, and provides competitive pay, benefits, and programs.

We appreciate the challenges of balancing professional demands and personal and family commitments. Members of our staff may adopt a flexible schedule of working hours, including a four-day work week in certain areas. We offer generous leave benefits and have policies that allow flexibility in time off to attend to routine appointments outside the office. We also sponsor a number of Health and Wellness initiatives, with programs that include a Health Fair, Personal Health Risk Assessments, Smoking Cessation Programs, and a generous Weight Watcher's subsidy.

Because we seek highly motivated individuals who continue to grow and progress in their careers and capabilities, we also provide a number of in-house training and education programs. Through our in-house education department, we offer many different learning opportunities, which range from instructor-led courses on the use of specific types of computer software to desk-side visits to practice specific core competency training.

### Our Benefits

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(Professional Staff Continued)

Our firm offers several different healthcare plan options, each with comprehensive features, that allow employees to tailor their coverage to their individual circumstances. In addition, we offer a Flexible Savings Account (FSA), which can be used to save money on a tax-deferred basis for planned healthcare and dependent care expenses. Dental coverage also is offered, and provides for preventative dental work, basic dental care, coverage for major dental services, and orthodontic services. In addition, we offer a confidential Employee Assistance Program, a vision discount plan, generous sick and maternity leave allowances, paid vacation and holidays, and other benefits.

The firm's other insurance benefits are extensive. We offer Group Term Life Insurance coverage, and additional optional coverage plans are available. In addition, Short Term Disability (STD), Long Term Disability (LTD), and supplemental LTD plans are offered to all employees. The firm also offers a base Long Term Care (LTC) plan, as well as supplemental LTC plan coverage.

Our retirement benefits similarly are significant. We offer both traditional and Roth 401(K) plan options and have developed a comprehensive plan design offering a wide range of investment choices. In addition, we regularly sponsor presentations on investment options and retirement planning that are open to all employees.