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## **ON THE JOB**

### **Legal secretaries face demanding workloads**

If a new report on legal secretaries is an accurate reading of their concerns, many have demanding and thankless jobs. Sponsored by the Association for Legal Professionals, the report is based on a poll of 1,000 legal secretaries. The findings reveal that legal secretaries are more inclined to say they want a day off or more help in the office than flowers from a doting boss. In fact, many say they rarely get time off and are often loaded down with too much work.

"They're telling us that some lawyers are out of touch with their support staff," said Deborah Weinstein, an attorney and president of the Weinstein Firm in Pennsylvania, which designed the survey. "They're telling us that many of them are either overwhelmed or struggling to keep up with their assignments and that most attorneys seldom or never ask about their workload when they assign a task."

The Tulsa-based association said that 63 percent of the legal secretaries polled described themselves as overwhelmed with their current workloads, and 53 percent said the lawyers they work for rarely consider their secretary's workloads or schedules before giving them additional work.

And, although Administrative Professionals Day was last week, many legal secretaries weren't expecting to get much from the boss. Of those polled, 40 percent said the attorneys they work for would probably do nothing to show appreciation for the work the secretaries do. Thirty-four percent said they expected to be treated to lunch, and 8 percent said they would probably get flowers.

Even so, just 9 percent of the legal secretaries who participated in the survey said they wanted lunch and only 2 percent said they wanted flowers. Instead, 32 percent said they'd rather have a day off, and 21 percent said they'd prefer a gift certificate.

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