MULTI-OFFICE DATA
CHARLESTON, WV

S&J

Steptoe & Johnson PLLC
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Hiring Attorney: **Ms. Kara Cunningham**
Address Inquiries To:
Ms. Jane Douglas
Recruiting Coordinator
Steptoe & Johnson PLLC
P.O. Box 1588
Charleston, WV 25326-1588
(304) 353-8000 jane.douglas@steptoe-johnson.com

Total # offices: **7** Firm size range: **101-250**
offices on form: **7** NALP member? **Y**
Total # of Attorneys: **179** Reporting for: **All Offices**

PRIMARY PRACTICE AREAS:	# Ptrs/Mbrs	# Assoc. & Oth. Lawy.
Business	**40**	**34**
Labor & Employment	**20**	**20**
Litigation	**35**	**30**

COMPENSATION & EMPLOYMENT DATA:

	2008	BEGAN WORK IN		EXPECTED
Lawyers	**Compensation**	**2006**	**2007**	**2008**
Laterals		( )	( )	
Post-clerkship		( )	( )	
Entry-level	**66.000** /yr	( )	( )	
LLMs (US)		( )	( )	
LLMs (non-US)		( )	( )	
Summer				
Post-3Ls	**1.000** $/wk	( )	( )	
2Ls	**1.000** $/wk	( )	( )	
1Ls	**1.000** $/wk			

2007 summer 2Ls considered for associate offers: **9** # offers made: **9**
Hire school term clerks? **Y**
1Ls hired? **Y** When after 12/1 should 1Ls apply? **12/15**
Split summers allowed? **Y** If yes, minimum weeks: **8**
Comments:
Accept applications for 2009 summer program from:
Joint degree students graduating in 2011? **Y**
Evening students graduating in 2011? **Y**
Judicial clerks? **Y** Students at non-US law schools?
Hiring Criteria:

CLERKSHIP/CREDIT/SUPPLEMENTAL COMPENSATION:
Judicial clerkship bonus? **CBC**
Comp./prog. credit for judicial clerkship? **CBC**
Comp./prog. credit for other adv. degrees?
Other compensation comments:

PARTNERSHIP DATA: Two or more tiers? **Y** Partnership track (years): **6.50**
Additional partnership prog. info:

WORK/LIFE INFORMATION:
Part-time allowed? **Y** Part-time avail.to entry-level? **Y**
 # p-t assoc. **1** (m) **3** (w) **ptrs/mbrs.** (m) (w) **oth. lawy.** **1** (m) **13** (w)
Elig. for alt. work sched. determined by:
Paid non-medical parental leave?
Comments:

TRAINING AND PROFESSIONAL DEVELOPMENT:
Coaching/mentoring program? **Y**
Evaluations: **Semi-Annual** Upward reviews? **Y**
Professional development staff? Billable hours credit for training time?
Rotation for jr. associates between departments/practice groups? **NA**
Is rotation mandatory?

BENEFITS: see www.nalpdirectory.com

DEMOGRAPHIC INFORMATION - CURRENT YEAR 2008

As of Feb. 1, 2008		Ptrs/Mbrs	Assoc.	All Oth. Lawy.	Summ Assoc.
Hispanic/Latino	Men	**0**	**0**	**0**	**0**
	Women	**0**	**0**	**0**	**0**
White	Men	**73**	**32**	**0**	**0**
	Women	**17**	**18**	**0**	**0**
Black/African American	Men	**0**	**1**	**0**	**0**
	Women	**0**	**0**	**0**	**0**
Nat. Hawaiian/ Other Pacific Is.	Men	**0**	**0**	**0**	**0**
	Women	**0**	**0**	**0**	**0**
Asian	Men	**0**	**0**	**0**	**0**
	Women	**0**	**0**	**0**	**0**
Amer. Indian/ Alaska Native	Men	**0**	**0**	**0**	**0**
	Women	**0**	**0**	**0**	**0**
2 or More Races	Men	**0**	**0**	**0**	**0**
	Women	**0**	**0**	**0**	**0**
TOTAL	Men	**73**	**33**	**15**	**0**
	Women	**17**	**18**	**23**	**0**
	TOTAL NUMBER	**90**	**51**	**38**	**0**
Disabled	Men	**0**	**0**	**0**	**0**
	Women	**0**	**0**	**0**	**0**
Openly GLBT	Men	**0**	**1**	**0**	**0**
	Women	**0**	**1**	**0**	**0**

(See www.nalpdirectory.com for historical comparisons.)

DIVERSITY RECRUITMENT & RETENTION EFFORTS:
Activities to increase the presence and retention of under-represented groups:
☐ Minority job fairs ☒ Bar sponsored programs
☐ Outreach to law student groups ☒ Firm diversity committee
☐ Directed mentoring efforts ☐ Rec. at schools w/large min. pop.
Comments:

CAMPUS INTERVIEWS for past year (see full list online):
schools visited in 2007 : **10** # job fairs/consortia attended in 2007 : **0**

BILLABLE HOURS: **2006** **2007**
Avg annual assoc. hrs worked:
Avg. annual assoc. billable hrs: **1800** **1800**
Is there a minimum billable hours expectation? **Y** If yes, number: **1800**
Hours policy details:

Is billable hour credit given for pro bono work? **Y**
Is there a maximum that will be credited? **N** If yes, what?
For bonus consideration, is a pro bono hour equivalent to a billable hour? **Y**

PRO BONO INFORMATION:
☐ % firm billable hours: ☐ avg. hrs. per attorney:
Participation: % assoc. % ptrs/mbrs % other lawyers

PUBLIC INTEREST FELLOWSHIPS (see www.pslawnet.org for more information):
Sponsor split pub int. summer and/or post-graduate fellowship? **N**
Comments:

NARRATIVE:

NALP is committed to helping make the legal profession accessible to all individuals on a non-discriminatory basis. NALP is opposed to discrimination based upon actual or perceived gender, age, race, color, religion, creed, national or ethnic origin, disability, sexual orientation, gender identity and expression, genetic information, parental, marital, domestic partner, civil union, military, or veteran status.