

Administrative Staff

We employ over 425 people in non-attorney positions throughout our thirteen office locations. Managers, legal secretaries, accounting clerks, couriers, librarians and information technology professionals are just a few of the jobs that make up a vital part of the Dykema team. Our compensation is competitive and includes bonuses based on contribution and merit.

Administrative Staff Benefits

Our benefit programs encompass both traditional employer offerings and more contemporary options which focus on wellness, growth and community.

Selectcomp, a full cafeteria plan, provides a variety of benefit choices including BCBS PPO and HMO programs. Our Health and Dependent Care Reimbursement programs offer significant tax saving opportunities. The following benefits are also available:

- Dental, life, short and long-term disability insurance
- Optional personal accident and long-term care coverage
- 401(k)/profit sharing plan
- Performance-based bonus program
- Holiday bonus
- Parking stipend
- Generous paid time off
- Paid bereavement, jury duty, and military service leaves
- Employee Recognition Program
- Employee Referral Program
- Domestic partner coverage (same-sex)

But that's just for starters. We've built in options to help our employees cope with the many demands of today's busy lifestyles, including:

- Business casual dress
- Flexible work arrangements
- Career Development including:
 - Tuition reimbursement
 - Ongoing PC software training
 - Seminars covering eldercare, parenting, financial planning, stress and time management
- Community service programs
- Payroll direct deposit
- Employee Assistance Plan for employees and their family members
- 24-hour, seven-day automated Human Resources Center
- Firm-sponsored social events
- Relationships with banks, retail stores, auto dealers, etc. for discounted products and services

Administrative Staff (Cont.)

- CPR and AED training, with defibrillators available on all floors in each office