



## CAREERS

### STAFF

#### WORK ATMOSPHERE

We strive to provide our staff members with a productive work environment that is challenging and rewarding. It is our belief that each member of our law firm contributes to our success and everyone is treated with dignity and respect to promote that philosophy.

#### POSITIONS AVAILABLE

Foulston provides employment and career opportunities for paralegal, legal administrative assistant, accounting, technology, clerical, and administrative personnel. Click [here](#) for a list of currently available options.

#### COMPENSATION

We provide a competitive salary package with benefits. Benefits offered for full-time staff members include:

- Group health insurance
- Group dental insurance
- Group vision insurance
- Group life insurance (optional supplemental life insurance is also available)
- Short-term and long-term disability insurance
- Pension and 401(k) plan
- Pre-tax benefit programs for dependent care and medical care expenses

Benefits offered to full-time and part-time staff members include:

- Traditional and Roth 401(k) savings plans
- Paid time off (PTO)
- Paid parental leave
- Paid holidays
- Paid parking
- Discounted health club memberships
- Tuition reimbursement
- Wellness program
- Employee assistance program

# FOULSTON

ATTORNEYS AT LAW

## **EVALUATIONS**

It is our goal to provide regular feedback regarding employee performance. In addition, employees receive an annual evaluation during which the employee's performance and salary are reviewed.

## **ORIENTATION AND TRAINING**

New staff members spend most of their first day in orientation including computer training provided by our applications specialist/trainer. In addition, orientation specific to their position is provided on the job.