

## Professional Staff

Our professional staff members are committed specialists from diverse backgrounds who are passionate about the firm's development and success. They include specialists in human resources, operations and facilities, accounting, information technology, marketing, administrative support, legal assistant services, and library services. These individuals take pride in their work and their ability to make significant impacts on the firm.

Talented professionals find a real home here — current administrative team members have an average tenure of more than 10 years with the firm, largely because of the many opportunities for professional success and growth. Professional staff are invited to participate in the committees that drive action and policy at Davis+Gilbert, such as corporate social responsibility, diversity, wellness and IT. They take part in many different volunteer opportunities together, serving the community and raising funds for local charities. Staff are also invited to lunch + learns on issues of firmwide importance, including sexual orientation, gender identity, social justice, Black history, and other inclusive and evolving topics.

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***“At Davis+Gilbert, I’ve been encouraged to take on responsibilities that expand my skill set and create more engagement. There is a noticeable effort to cultivate collaboration and team effort between attorneys and staff. I feel that I work with the attorneys I support rather than just for them.”***

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***— Sarah Dornblaser, Administrative Assistant***

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### Why Davis+Gilbert

Davis+Gilbert maintains a supportive environment with communication and collaboration at the core. All departments work closely together, meeting regularly to maintain cohesion and express benefits from the ideas of each individual. Our professional staff have access to the chairman of the firm, practice group chairs and other leadership, an essential component of our unified work environment. We strongly believe our culture thrives on diversity and inclusion, and we value the contributions of employees with different life experiences and points of view.

As keystone members of our team, professional staff members have access to numerous development opportunities to help them flourish. These include trainings, cross-trainings, quarterly staff seminars and meetings to communicate policies and best practices on data management, new applications, data security and other topics. When there are new openings, the firm works with all staff members to help them reach their job goals and fulfill their potential.

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## **Benefit Highlights**

To help ensure financial stability and quality of life, our top-of-the-line benefits include the following:

- Flexible hours.
- Availability of a 35-hour workweek.
- 20 days per year of paid time off for new staff hires; 25 days off after four years of service.
- Competitive insurance package.
- 401(k) matching.
- Profit-sharing program.
- Employee Assistance Program with free counseling, law consultation and access to financial resources.
- Quarterly financial consultation with a private financial adviser.
- Free on-site wellness screenings and online portal.
- Firm-sponsored meditation, yoga sessions, walks, runs, bike rides and athletic teams.
- Monthly health events.
- Gym membership discounts.
- Paid CPR/automated external defibrillator training.

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***“The collegial environment fostered by all levels of the Davis+Gilbert team has allowed me to become the professional I am today. I have been able to build not only a career but also a network of dedicated co-workers and true friends, all thanks to Davis+Gilbert. The everyday environment here enables professional growth and consistently presents me with multiple opportunities to be successful.”***

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— *Eric Price, HR Generalist*

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