



## Staff Recruiting

Our attorneys and clients recognize that talented, experienced support staff are an integral part of any successful legal team. MTO has more than 185 attorneys and 280 other employees, including administrative, paralegal, and other professional support staff positions. Our Firm provides an exciting and collaborative work environment and, a competitive salary and benefits package to all eligible employees, which is why nearly half of our non-attorney employees have been with MTO for 10 years or more.

MTO's employee benefits typically include:

- Generous medical, dental and vision insurance coverage, for employees and their families (including domestic partners) effective after 30 days of employment with the Firm;
- Ten days paid vacation during the first year of employment (up to 20 days in subsequent years);
- Eight paid sick/personal emergency days per year, credited as of each January 1 (or on your date of hire on a pro-rated annual basis);
- Paid holidays, effective from the first day of employment;
- Disability insurance, which offers benefits after 90 days of continuous disability;
- Generous employee retirement plan benefits, effective on the next occurring January 1 or July 1, after one full year of employment;
- Discretionary annual bonus, typically awarded in December based on performance and longevity;
- Life and accidental death and dismemberment insurance;
- Monthly transportation allowance;
- Medical and dependent care flexible spending accounts;
- Confidential 24-hour employee assistance plan for employees and household members;
- Cash bonuses for successful new hire referrals;
- Annual performance and salary reviews;
- Business casual dress policy;
- Monthly staff lunches; and
- A friendly and supportive environment marked by teamwork, cooperation and justifiable pride in our Firm and its values.

Munger, Tolles & Olson, LLP ("MTO") is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, national origin, ancestry, medical condition or disability, marital status, gender, pregnancy or parental status, military status, age (over 40), or other factors or reasons prohibited by law.