

Paralegal

About my job:

As a paralegal, or legal assistant, I perform a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research and drafting documents.



What I do every day:

- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system
- Prepare for trial by performing tasks such as organizing exhibits, and assist and attend at trial
- Create initial drafts of legal documents, including briefs, pleadings, appeals, wills, contracts and real estate closing statements
- Meet with clients and other professionals to discuss details of case
- Develop initial drafts and file pleadings with court clerk
- Document notes from client meetings
- Take client phone calls to screen issues

What makes my job great?

Job growth:

In the state of Ohio, there is a projected increase of paralegal positions of 17 percent between the years of 2012-2022.

Short-term training:

Most paralegals and legal assistants have an associate degree or a certificate in paralegal studies. In some cases, employers may hire college graduates with a bachelor's degree but no legal experience or specialized education and train them on the job.

Good pay:

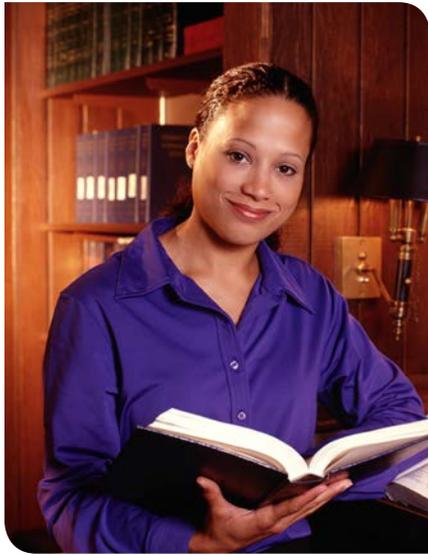
The median salary for a paralegal in Ohio is \$42,910. (That means 50 percent earn less than this number, and the other 50 percent earn more.)

Benefits:

Most paralegals and legal assistants work full time. Some may have to work more than 40 hours per week in order to meet deadlines. Benefits may include:

- **Healthcare**
- **Paid vacation**

How can you become an paralegal?



Academic/training credentials:

A minimum of an associate degree in paralegal studies is usually required. A bachelor's degree (generally not a paralegal option) can be obtained in a number of different subject areas, however, employers generally require these individuals to hold a certificate in paralegal studies.

Skills and requirements:

- Well-developed communication skills
- Knowledge of the English language
- Strong research skills
- Understanding of the law and government policies and procedures

Where you can find jobs:

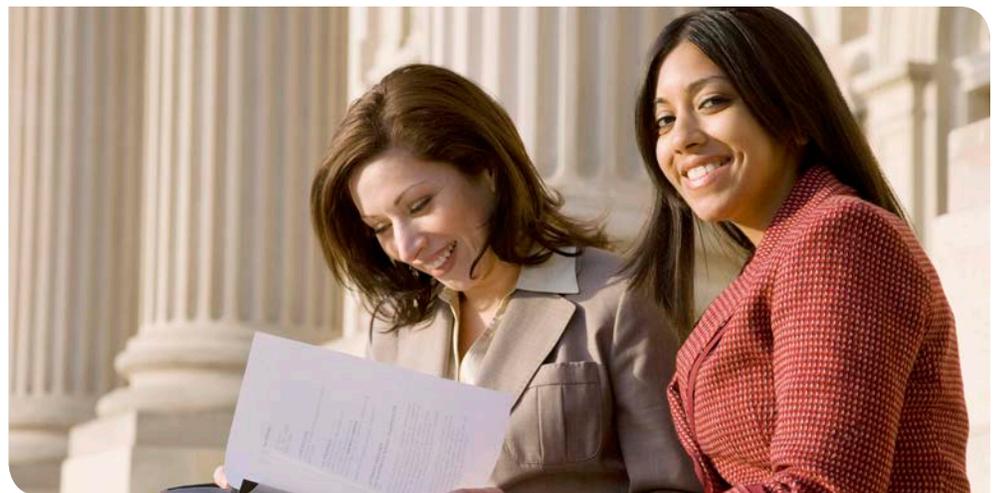
- Online job boards
- Temp Services
- Local Career Fairs
- Networking
- Social Media (LinkedIn, Facebook, Twitter)
- Department of Career Services at colleges

Potential job titles:

- Certified paralegal
- Immigration paralegal
- Law clerk
- Legal analyst
- Legal assistant
- Legal clerk
- Paralegal
- Paralegal specialist
- Real estate paralegal
- Summer law associate

Potential local employers

- Law firms
- Government agencies
- Finance and insurance agencies



Local educational opportunities

Two-year institutions:

- Lakeland Community College: Associate of Applied Business in Paralegal Studies

Four-year institutions:

- Holden University Center of Lakeland Community College/Kent State University: Bachelor of Arts in Paralegal Studies.



Coursework per educational entity:

Secondary pathway:
Business and Administrative Services

Postsecondary program:
Paralegal Studies

An Example of Course with Secondary and Postsecondary Credits

Secondary	7 8	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Business Foundations	Fundamentals of Business & Admin.	
	9 10	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Management Principles	World Languages	
	11	English III	Algebra II	Chemistry	U.S. History	Office Management	Financial Accounting	World Languages	
	12	English IV	Trigonometry/ Calculus	Environmental Science	U.S. Government	Legal Office Management	Business Capstone		
Postsecondary	Year 1 1st Semester	English	Algebra	College Seminar	Intro to Paralegal Studies/Ethics	Law Office Technology			
	Year 1 2nd Semester	English	Computer Applications	Legal Research & Writing	Torts & Contracts	Intro to Environmental Science	Intro to Sociology	Administrative Law	Business Organizations
	Year 2 1st Semester	Communication	Advanced Legal Research	Civil Practice & Procedure	Technical Elective	Technical Elective			
	Year 2 2nd Semester	Psychology	Family Law	Legal Practicum	Humanities Elective	Technical Elective			

High School Career-Technical Education Program Courses

High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses

Required Courses

Recommended Electives

Visit education.ohio.gov/CareerConnections for reference information.
Course titles and sequences will vary between schools.

11/2014

Ohio | Department of Education

Ohio
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Jobs.

Ohio | Board of Regents
University System of Ohio

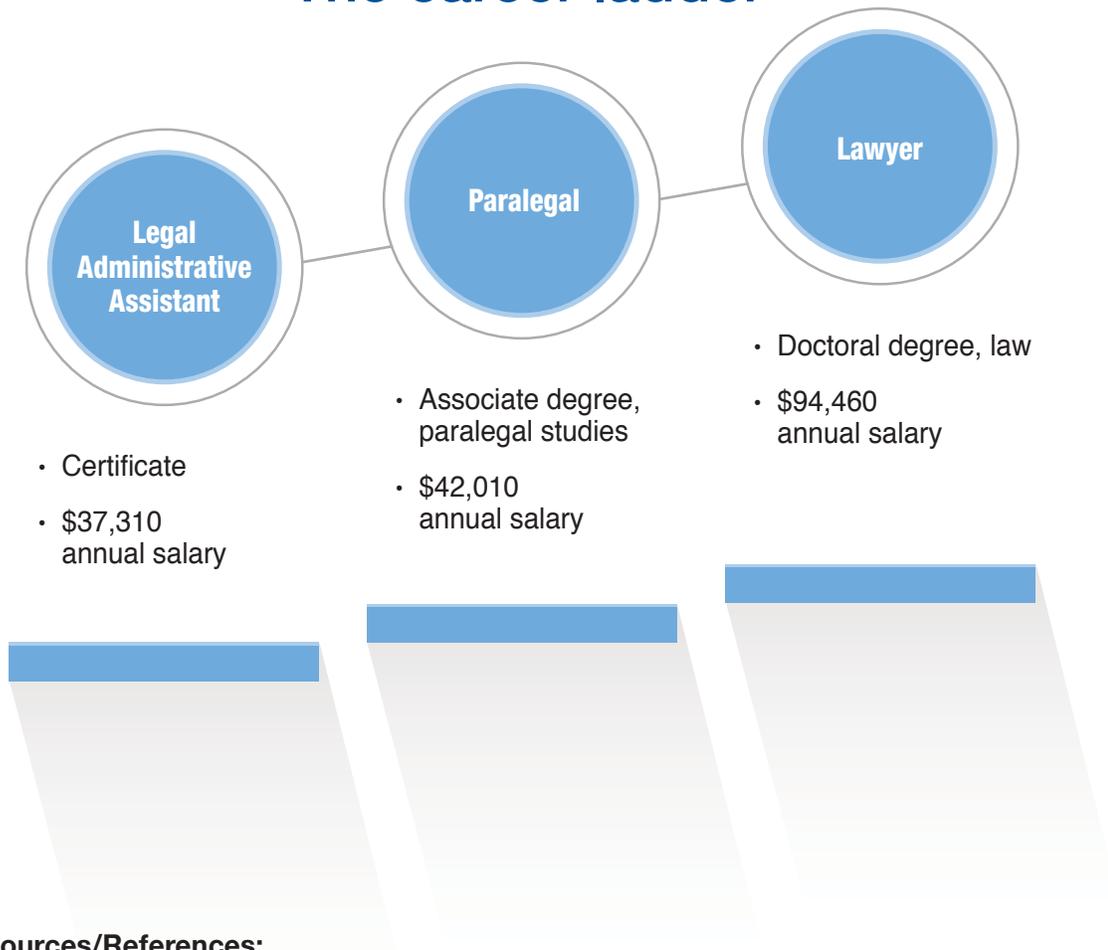
How can I grow my career?



Where could I focus or specialize in my career?

- Corporate paralegal
- Estate planning and probate paralegal
- Family law paralegal
- Immigration paralegal
- Intellectual property paralegal
- Litigation paralegal
- Real Estate paralegal

The career ladder



Sources/References:

Ohio Means Jobs, Bureau of Labor Statistics – Occupational Outlook Handbook

O*Net Online-Summary Report, Ohio Labor Market Information

Explorethetrades.org