

Paralegals and Legal Assistants

23-2011.00



Description: Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Other Resources:

[ONET Link](#)
[MyNextMove Link](#)

Sample of Reported Job Titles: Certified Paralegal, Corporate Law Assistant, Law Associate

Job Zone

Title: 3 - Medium Preparation Needed

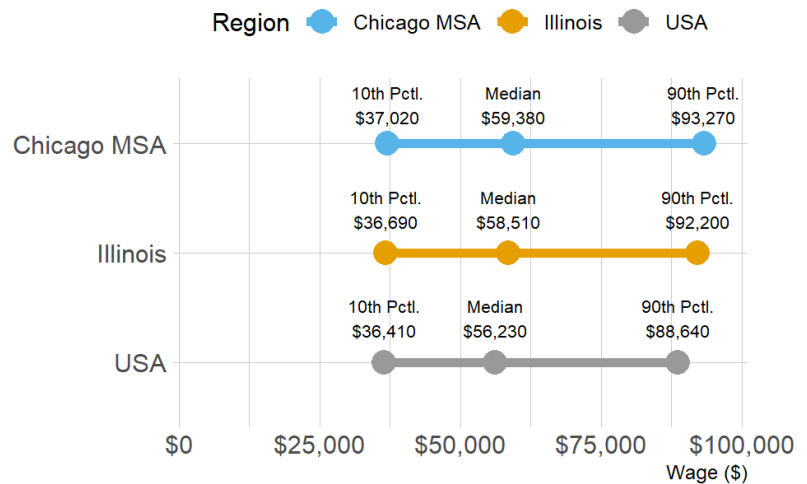
Education: Require training in vocational schools, related on-the-job experience, or an associate's degree.

Experience: Previous work-related skill, knowledge, or experience is required.

Training: One or two years of training involving both on-the-job experience and informal training with experienced workers needed. A recognized apprenticeship program may be associated with these occupations.

Hot Technologies: Adobe Systems Adobe Acrobat, Database software, Google Docs, Google Drive, IBM Notes, Intuit QuickBooks, Microsoft Access, Microsoft Office Suite

Region	Employment	Location Quotient	Median Wage
Chicago MSA	11,990	1.19	\$59,380
Illinois	13,630	1.02	\$58,510
USA	336,250	—	\$56,230



Top 5 Core Tasks According to Current Job Holders

Importance
Frequency (out of 100)

Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.

Several times daily

86

Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements.

Daily

84

Prepare for trial by performing tasks such as organizing exhibits.

More than yearly

79

Investigate facts and law of cases and search pertinent sources, such as public records and internet sources, to determine causes of action and to prepare cases.

More than monthly

78

Meet with clients and other professionals to discuss details of case.

More than weekly

77