



LA Mission College Career Center

LEGAL ASSISTANT (PARALEGAL)

MAJOR SHEETS

SKILLS

(things you will learn or use)

- Knowledge of legal terminology and procedures
- Understanding court procedures
- Ability to apply principles of confidentiality
- Familiarity with legal documents

INTEREST

- Courtrooms
- Research legal documents
- Legal materials
- Law and Government
- Data and details

WHAT IS LEGAL ASSISTANT?

Paralegals are an important part of our legal system working at the forefront of affordable legal assistance both for their employers and the public. They help create equitable access to legal aid. As many clients increasingly seek less costly alternatives for legal services, the demand for good paralegals continues to remain robust. Some paralegals work for corporations, government agencies, and nonprofits. A paralegal working in these entities offer limited services (as defined by law) under the responsibility of a chosen attorney. Many paralegals, however, work in law offices under a lawyer's direct supervision. Working in a law office, the paralegal often acts as a legal administrative assistant. They routinely draft documents, file motions, interview clients, and prepare retainers. The type of work performed will often vary depending on the specialty of the employing law firm.

LAMC DEGREES & CERTIFICATES OFFERED

- **Associate of Arts for Transfer (AA-T) in Political Science**
- **Associate of Arts in Legal Assisting (Paralegal)**
- **Certificate of Achievement in Legal Assisting (Paralegal)**

TRANSFER RELATED MAJORS

- **CSU Chico** Paralegal Certificate



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WORK ENVIRONMENT

- Work in courtrooms
- The work is sedentary but may involve some bending and reaching
- Occasional lifting of up to 10 pounds may be required
- May work overtime to meet deadlines
- Deadlines can cause some stress
- Always pressure to perform well

WEBSITE RESOURCES

www.lamission.edu/careercenter
<http://lamission.edu/Law/Paralegal-Studies.aspx>
www.assist.org
www.salary.com
<https://uncw.edu/career/whatcanidowithamajorin.html>
www.cacareerzone.org
<http://degrees.calstate.edu/>
https://admission.universityofcalifornia.edu/counselors/files/undergraduate_majors_list.pdf

POTENTIAL JOB TITLES

- Legal Secretary
- Executive Legal Secretary
- Practice Coordinator
- Administrative Legal Assistant
- Court Clerks
- Paralegal Assistant
- Law Teacher

POTENTIAL EMPLOYERS

- Allainz Global Investors
- Fish & Richardson
- Altria
- Microsoft
- DLA Piper
- Law Firms
- Perkins Coie
- Beakon Hill

*EARNINGS

