

CAREER PATHWAY: PARALEGAL



What do they do? 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.

People with these roles and responsibilities are also called: Paralegal, Law Clerk, Legal Assistant, Legal Clerk, Summer Law Associate, Legal Analyst, Paralegal Specialist, Certified Paralegal

Some typical job duties include:

- 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.
- Prepare legal documents, including briefs, pleadings, appeals, and contracts.
- Meet with clients and other professionals to discuss details of case.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.
- Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.



HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$44,180

MOST IMPORTANT OCCUPATIONAL SKILLS

Basic Skills: Active Listening, Writing, Reading Comprehension

Social Skills: Coordination, Service Orientation, Social Perceptiveness

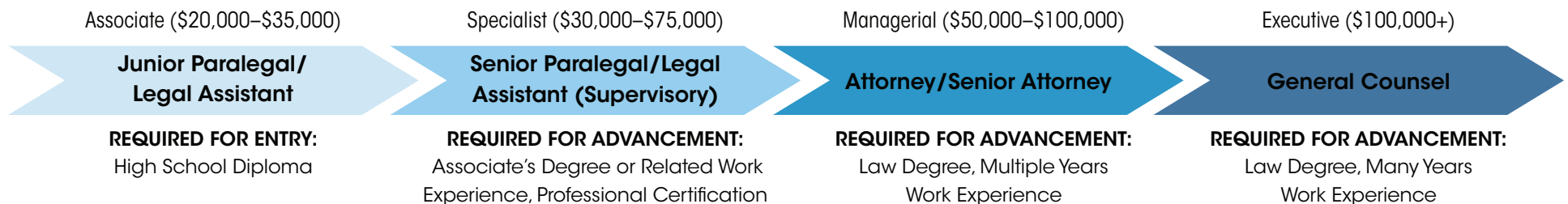
Problem Solving Skills: Complex Problem Solving

Technical Skills: Operations Analysis, Operation Monitoring

System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation

Resource Management Skills: Time Management, Management of Personnel Resources, Management of Financial Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Paralegal Certificate: (From an ABA Approved Paralegal Education Program)

Certified Legal Assistant/Certified Paralegal: (Nation Association of Legal Assistants)

Paralegal Advanced Competency Examination- Registered Paralegal: (National Federation of Paralegal Associations)

American Alliance Certified Paralegal: (American Alliance of Paralegals)