### 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.

### 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

### HOW MUCH DO THESE JOBS PAY IN OHIO?

**AVERAGE:** $44,180

### CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Range</th>
<th>Required Education</th>
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</thead>
<tbody>
<tr>
<td>Junior Paralegal/Legal Assistant</td>
<td>$20,000–$35,000</td>
<td>High School Diploma</td>
</tr>
<tr>
<td>Specialist</td>
<td>$30,000–$75,000</td>
<td>Associate Degree or Related Work Experience, Professional Certification</td>
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<tr>
<td>Managerial</td>
<td>$50,000–$100,000</td>
<td>Law Degree, Multiple Years Work Experience</td>
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<tr>
<td>Executive</td>
<td>$100,000+</td>
<td>Law Degree, Many Years Work Experience</td>
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</tbody>
</table>

**Certifications That Can Help You Advance:**
- Certified Legal Assistant/Certified Paralegal
- Paralegal Advanced Competency Examination - Registered Paralegal
- American Alliance Certified Paralegal

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