



# What Can I Do With a Major in... Legal Assisting (Paralegal)

## What is a Paralegal...

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.

## Potential employers

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

## Possible Job Titles:

- ❖ Legal Secretary
- ❖ Executive Legal Secretary
- ❖ Practice Coordinator
- ❖ Administrative Legal Assistant
- ❖ Assistant

## Skills I've learned in this major:

- ❖ Knowledge of legal terminology and procedures ; investigation and interview techniques and legal research and writing skills
- ❖ Familiarity with areas of specialization such as litigation, corporations, contracts, real estate, domestic violence, estates, trusts, or probate
- ❖ Understanding court proceedings
- ❖ Ability to use investigative research skills
- ❖ Familiarity with legal documents
- ❖ Ability to apply principles of confidentiality

## Additional Information can be found at:

[www.assist.org](http://www.assist.org)

[www.salary.com](http://www.salary.com)

[www.uncw.edu/career/WhatCanIDoWithaMajorIn.html](http://www.uncw.edu/career/WhatCanIDoWithaMajorIn.html)

[www.cacareerzone.org](http://www.cacareerzone.org)

[www.lamission.edu/careercenter](http://www.lamission.edu/careercenter)

## CSU/UC Related Transfer majors (BA/BS):

- ❖ **CSUN:** Political Science B.A. with Law and Society Option
- ❖ **CSULA:** Political Science B.A. with Prelegal Option, Business Administration B.S. with Business Arts-Prelegal Option
- ❖ ... and more!

Go to [www.assist.org](http://www.assist.org) to see universities that offer these majors

This is **general information**. For specific information on majors and careers please see a counselor in the Career Center – Claudia Ramirez (818) 833-3403; [careercenter@lamission.edu](mailto:careercenter@lamission.edu)