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Cluster



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managing and
providing legal,
public safety,
protective
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Paralegals & Legal Assistants

Every profession, it seems, is seeking to cut the cost of doing business. One way that's done is to rely more heavily on those with less schooling, who therefore command lower salaries. The legal field is no different. Paralegals will be in demand in the years ahead. They can do much of what lawyers do, and they cost less. Although paralegals will shoulder more responsibility, certain activities will still be reserved for lawyers, such as giving legal advice.

Are you interested in the legal field but don't want to commit to a graduate degree? If so, a career as a **paralegal or legal assistant** may be for you.

Paralegals and legal assistants help lawyers and prepare legal materials for activities such as hearings, trials and corporate meetings.

Are You Ready To...?

- Help draft contracts and other legal documents
- Research information that lawyers use to make decisions
- Write clearly about complex issues
- Keep track of details
- Keep up with changes in the law
- Work in offices and law libraries

It Helps To Be...

Someone who enjoys doing research and writing up the results. You'll need good organization and communication skills. Finally, you'll need to be highly ethical.

A Day In The Life...

- 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
- Meet with clients and other professionals to discuss details of case
- File pleadings with court clerk

Salary and Opportunity in the Austin-area

Median Hourly Wage: \$24.04

*That comes out to more than
\$50,006 a year.*

**In 2016, we had
2,994 Paralegals & Legal
Assistants.
By 2026, we'll need 3,419.**

Could you be one of the 425?

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Paralegals & Legal Assistants

After High School...

In addition to a high school diploma, most employers for paralegals and legal assistants require an **associate's degree in paralegal studies**.



Top 5 Industries for Paralegals & Legal Assistants

1. Legal Services
2. Local Government
3. State Government
4. Federal Government
5. Management of Companies and Enterprises

Related College Majors

- Business Administration and Management
- Economics
- English
- History
- Philosophy

Related Industry Certifications

- Certified Legal Assistant
- Certified Legal Investigator
- Certified Paralegal/Certified Legal Assistant
- Certified Professional Paralegal
- Certified Legal Assistant Specialist: Intellectual Property

Related Careers

- Court Reporters
- Government Lawyers
- In-House Lawyers
- Political Scientists
- Private Practice Lawyers
- Public Interest Lawyers
- Public Interest Advocates

For more Career Profiles, visit our website:

[http://www.wfscapitalarea.com/YouthServices/
CareerPlanning.aspx](http://www.wfscapitalarea.com/YouthServices/CareerPlanning.aspx).

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