

PARALEGAL/LEGAL ASSISTANT

ANNUAL WAGES

ENTRY: \$42,500
MEDIAN: \$57,900
HIGH: \$70,400

HOURLY WAGES

ENTRY: \$20.42
MEDIAN: \$27.83
HIGH: \$33.85

EDUCATION AT ENTRY LEVEL

ASSOCIATES
DEGREE

THE AUSTIN MSA PROJECTS TO NEED OVER
4,276 PARALEGALS/LEGAL ASSISTANTS
BY 2031. WILL YOU BE ONE?



JOB DUTIES

- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements.
- Prepare for trial by performing tasks such as organizing exhibits.

YOU WILL THRIVE IN THIS POSITION IF...

- You like activities that include data, detail, and regular routines.
- You notice a problem and figure out the best way to solve it.
- You like to communicate by speaking and listen and understand what other people are saying.



**SCAN TO WATCH A VIDEO
ABOUT THIS CAREER PATHWAY**



Data Sources

SOC: 23-2011

O'Net, JobsEq, 2021

Texas Workforce Commission, 2021

Prepared by Workforce Solutions Capital Area

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PARALEGAL/LEGAL ASSISTANT



HOW TO GET STARTED IN THIS CAREER PATHWAY



Take english, government, and business classes



Conduct an informational interview with someone in this career

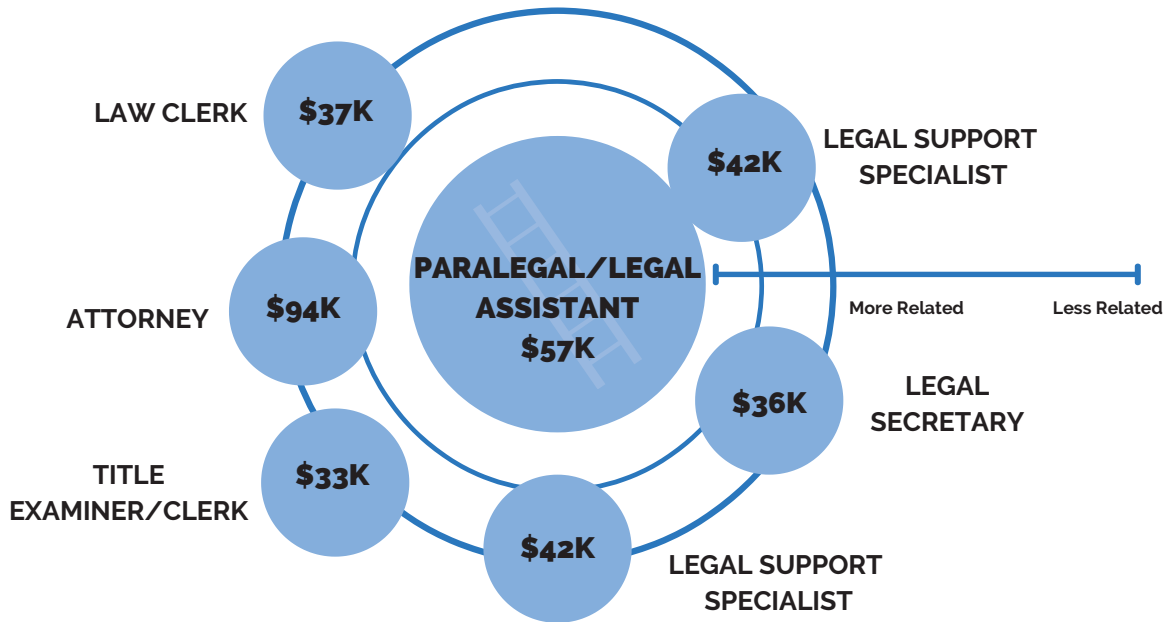


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WHAT IS SOMETHING NEW YOU LEARNED ABOUT THIS CAREER?
