



Explore a Career as a **LEGAL SECRETARY OR PARALEGAL**

Target Occupation Profile

What do Legal Secretaries and Paralegals do?

Legal secretaries and paralegals are an indispensable part of the legal system by providing support to attorneys, law offices, government agencies and corporations. Legal secretaries perform secretarial tasks that are specific to the law field, including writing legal documents, such as summonses, motions, subpoenas, etc.. Paralegals and legal secretaries also research legal precedent and perform investigative work on cases. They are involved with helping lawyers prepare for hearings, trials, and corporate meetings. These professionals use technology and computer software for managing and organizing the increasing amount of documents and data collected during a case. In every area of law, legal secretaries and paralegals form the clerical support structure that the legal system has come to rely on.

Legal Secretaries and Paralegals are in demand in Cook County!

Cook County employment of paralegals and legal secretaries is expected to grow through the year 2020.

Training & Educational Opportunities

You will have plenty of opportunities for employment as a legal secretary or paralegal, but first you will need to complete specific training and earn a certificate or associate degree. Programs in paralegal studies usually offer paralegal training courses in legal research, legal writing and the legal applications of computers, along with courses in other academic subjects, such as corporate law and international law.

As a Legal Secretary or Paralegal you will:

- Analyze and summarize documents
- Understand legal terminology
- Draft correspondence
- Draft pleadings, document responses and discoveries
- Fact check and perform legal research
- Schedule meetings, court dates, travel plans and billing

Legal Secretary or Paralegal

Training Providers

There are many training providers available in Cook County to supply you with the training you need for a career as a legal secretary or paralegal.

To access a list of training providers for these occupations and many more, please visit Illinoisworknet.com and select the 'Training and Credentials' menu option to view 'WIOA Approved Training Programs.'



Types of Employers

There are many different types of employers of legal secretaries and paralegals in Cook County, including:

- Accounting and engineering firms
- Banks
- Construction companies
- Corporate legal departments
- Insurance companies
- Law offices
- Legal clinics
- Manufacturing firms
- Title companies

Wages & Openings

Legal Secretary and Paralegal Employment Data for Cook County	
Average Starting Hourly Wage	\$14.12
Average Hourly Wage With Experience	\$25.75
Average Annual Job Openings Cook County	277
Average Annual Job Openings Chicago Metro	353

*Source: Emsi, 2017.2

Opportunities

After earning your certificate or degree as a legal secretary or paralegal, you will have many opportunities for advancement and specialization. Some opportunities include:

- Corporate Paralegal
- Family Law Paralegal
- Global Trademark Paralegal
- Litigation Project Assistant
- Supervisory Paralegal Specialist
- Legal Assistant
- Legal Department Supervisor



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