

PARALEGAL

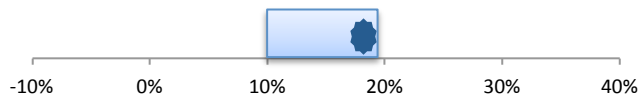
What do they do? Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

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.

Ohio Job Outlook "Average" (+18.4%)



Projected % change in number of jobs by 2020

Note: Blue band = Average growth (10% to 19%)

National Job Outlook through 2020: 18.3%

Most Important Occupational Skills

BASIC SKILLS

- Reading Comprehension
- Active Listening
- Writing

PROBLEM SOLVING SKILLS

- Complex Problem Solving

SYSTEMS SKILLS

- Judgment and Decision Making
- Systems Analysis
- Systems Evaluation

SOCIAL SKILLS

- Coordination
- Service Orientation
- Social Perceptiveness

TECHNICAL SKILLS

- Operations Analysis
- Operation Monitoring

RESOURCE MANAGEMENT SKILLS

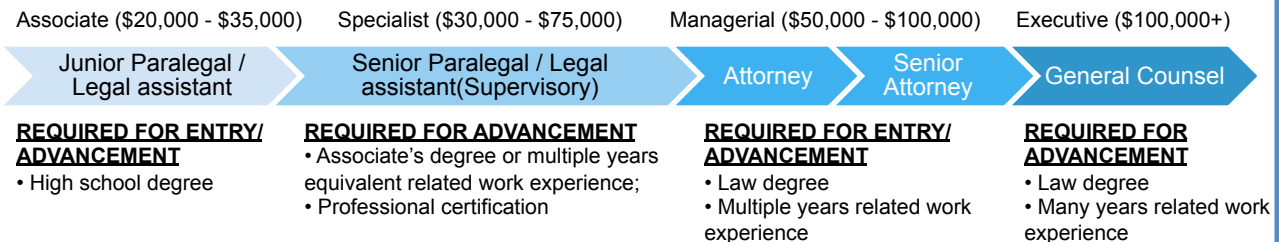
- Time Management
- Mgmt of Personnel Resources
- Mgmt of Financial Resources

The most important skills required for performing this job well are underlined.

How much did these jobs pay in 2013?

**Average: \$44,650 per year
 (\$21.46 per hour)**

Career Pathway and Educational Requirements



SOME CERTIFICATIONS THAT CAN HELP YOU ADVANCE:

- Paralegal Certificate** (from an ABA Approved Paralegal Education Program by many community and four-year colleges)
- Certified Legal Assistant / Certified Paralegal** (National Association of Legal Assistants, unavailable online)
- Paralegal Advanced Competency Examination – Registered Paralegal** (National Federation of Paralegal Associations, unavailable online)
- American Alliance Certified Paralegal** (American Alliance of Paralegals, unavailable online)