Paralegal Career Path



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Opportunities In Paralegal Careers

Lisa Zimmer Hatch, Scott A. Hatch

Opportunities In Paralegal Careers:

Opportunities in Paralegal Careers Alice Fins, Marguerite Duffy, 1998-10 Discusses the career opportunities educational requirements and advantages of a paralegal in the public and private sectors government and in court and includes a list of training programs Real-resumes for Legal and Paralegal Jobs Anne McKinney, 2004 Those who seek legal and paralegal jobs will find this book to be a rich resource No matter what type of legal or paralegal work is sought the reader will find outstanding samples of resumes and covers used by real people to obtain legal and paralegal jobs Resumes and covers letters are included which will help newly minted lawyers or paralegals find their first jobs in their field There are also sample resumes and cover letters which will be useful to the most experienced lawyers and paralegals in the profession A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show legal industry professionals how to maximize their career potential get federal positions and change fields if they want to The Ultimate Paralegal Thomas B. Swanson, 2017-08-27 This book is a nuts and bolts introduction to a versatile and interesting 21st Century career field Paralegals are legal professionals who are fully integrated into the practice of law This is a career field that welcomes people of all ages and backgrounds because all such people are needed for the many diverse areas of law This book introduces the reader to the paralegal career field and the fundamentals that one should know about the law There are paralegals in many countries However the focus of this book with respect to both the law and the paralegal career field is the United States I have educated and trained many paralegals over the last thirty years and that includes those who have pursued their careers in many states There are four general sectors of paralegal employment First there is the government sector There are numerous paralegal jobs in federal state and local governments. The federal government and state governments employ paralegals in their court systems and their many government agencies Local governments employ paralegals in county attorneys offices district attorneys offices and city attorneys offices Common features associated with this sector of paralegal employment are structured hours solid retirement and benefit plans and educational benefits Please note that this sector does not describe all paralegal jobs with the word paralegal so a paralegal job applicant should look at the job descriptions for the following government job titles court clerk do not let this term confuse you it is an important skilled job docket clerk court administrator court coordinator court liason officer investigator compliance officer and case manager Who Can Become A Paralegal Since the paralegal career field is very broad it needs many different types of people There are some people who enter a paralegal education program right out of high school If they are literate and motivated and complete a good paralegal educational program as they gain experience in the work place more and more opportunities will come Some people decide to become paralegals after they have attended some college because they want their education to lead directly to an established career path Others make such a decision

after they have obtained a college degree There many college degree programs that do not lead to employment beyond teaching And as we all know not everyone is meant to be a teacher One reality of the 21st Century is that education has become expensive and many people have to borrow to pay for their education As a result more people are seeking education that leads to more career opportunities Do not despair if you have a degree that provides only limited employment opportunities because your career as a paralegal awaits you Most of the time a college graduate can obtain the necessary education to become a paralegal in less time than someone who does not have a college degree Further there are some employers who prefer that their paralegals have a college degree One feature of the 21st Century is that more and more people are changing careers There are variety of reasons offered as to why this is occurring including 1 instability with respect to their existing career 2 burnout 3 the desire to move into a career that is more enjoyable or meaningful and so on and so forth What makes the paralegal career field attractive to this particular group is that their previous career skills are to varying degrees transferable and hence provide greater choices and opportunities to them as paralegals Consider some examples nurses healthcare law and personal injury law police officers prison guards and probation officers criminal law engineers intellectual property real estate agents real estate law oilfield workers oil and gas law construction workers construction law labor law and personal injury law Paralegal Career For Dummies Scott A. Hatch, Lisa Zimmer Hatch, 2011-03-03 Apply important legal concepts and skills you need to succeed Get educated land a job and start making money now Want a new career as a paralegal but don't know where to start Relax Paralegal Career For Dummies is the practical hands on guide to all the basics from getting certified to landing a job and getting ahead Inside you ll find all the tools you need to succeed including a CD packed with sample memos forms letters and more Discover how to Secure your ideal paralegal position Pick the right area of the law for you Prepare documents for litigation Conduct legal research Manage a typical law office Sample resumes letters forms legal documents and links to online legal resources Please see the CD ROM appendix for details and complete system requirements Careers as a Paralegal and Legal Assistant G. S. Prentzas, 2013-12-15 This book examines careers as a paralegal and legal assistant covering professional responsibilities ethic codes kinds of employers job searches resume building and work environments How to Land Your First Paralegal <u>Job</u> Andrea Wagner, 2001 For courses in Introduction to Paralegal Studies Paralegal Internship and Finding Paralegal Employment This practical handbook workbook provides hundreds of tips drawn from the author's extensive experience as a legal assistant recruiter placement director and career counselor Easy to read and understand it explores such topics as where the jobs are what law firms are looking for how to impress potential employers what previous careers best prepare people to be paralegals how to land paralegal jobs even without training job opportunities with the federal government and more In The Prentice Hall Paralegal Series This handbook may also be used for subsequent job searches in the legal field Career Opportunities in Law and the Legal Industry Susan Echaore -McDavid, 2010-04-21 Provides comprehensive

coverage of careers in the legal industry Career profiles include court administrator elder law attorney family court judge Career Opportunities in Politics, Government, and Activism Joan Axelrod-Contrada, 2008 The book tells and more you everything you need to know to start an career or change the direction of your current career in politics government or **The Paralegal: A New Career** Richard Deming, 2019-07-18 activism REA's Authoritative Guide to the Top 100 Careers to Year 2005 Research and Education Association, 1997-01-01 This book provides current information on the top 100 careers Each career is described in detail including job duties training and education requirements salary projected job availability and related occupations It includes a special section on how to find a job write a resume and cover letter and Guide to Your Career Alan B. Bernstein, Princeton Review (Firm), 2004-04-06 provides tips for effective job interviews Career counselor Alan B Bernstein helps you identify your interests and style by guiding you through the Birkman Career Style Summary TM You will answer a series of questions about your personal preferences and then score yourself to identify your Birkman TM colors on a grid Your Birkman TM colors represent your career interests and style not only what you like to do but also how you like to do it The Princeton Review's Guide to Your Career features Profiles of more than 200 professions from accountant to zoologist First hand insight from professionals Easy organization so you can find all the careers compatible with your needs and desires In depth information on the hottest careers in a twenty first century economy from the expected attorney carpenter and dentist to the unexpected baseball player sommelier and wedding consultant Crucial career data including average salaries and major associations Alan B Bernstein C S W P C is a psychotherapist with expertise in career development and has consulted on strategic training and development programs at major institutions

Occupational Outlook Handbook ,2008 Paralegal Career For Dummies Lisa Zimmer Hatch,Scott A. Hatch,2024-12-24 The verdict is in this is the must have resource for aspiring paralegals everywhere Looking for a new lucrative and rewarding career in the legal field Have you considered becoming a paralegal In Paralegal Career For Dummies you ll find everything you need to know about how to begin an exciting new chapter in your professional journey This hands on guide walks you choosing what type of law firm you should work in becoming certified and networking with others in the field It s also full of the legal concepts and procedures you need to understand to succeed in this area including legal drafting research interviews and more Plus go online for a treasure trove of complimentary online resources such as forms templates and examples of legal memos summons letters and special verdict forms You ll also find Ways to use AI to assist in preparing legal documents emails and case summaries Up to date info about common software programs used to manage clients do legal research and track deadlines Strategies for creating digital trial notebooks Updated information regarding paralegal associations and their certification exams Growing at the brisk pace of almost 40 000 new positions every single year the paralegal field always needs bright motivated and effective applicants Become one of them with Paralegal Career For Dummies Career as a Paralegal Institute for Career Research, 2015-07-30 A PARALEGAL IS A LAWYER S RIGHT hand

Although paralegals cannot represent clients in court paralegals do much of the same important legal work that lawyers do Much of this work involves reading and writing researching case histories drafting subpoenas analyzing court testimonies or writing wills There are also opportunities to interact with a wide range of people Paralegals are often the first point of contact for clients They also interview witnesses attend court cases communicate with police officers and judges and negotiate with other law offices Some people may consider the detail oriented work mundane but most paralegals find the world of the law exciting It is loaded with opportunity with a wide variety of legal areas to choose from Lawyers specialize in fields such as criminal environmental family medical corporate and international law Paralegals are needed in all of these same areas Whatever your interests are there is surely a career path to match Getting started in this career is relatively easy Although paralegals are involved in much of the legal process they do not hold a law degree Some paralegals have no more than a high school diploma The majority however have an associate degree bachelor's degree or a certificate in paralegal studies There are many programs available across the country that offer paralegal training that can help you fulfill the education requirements where you want to pursue your career The pay for paralegals is good especially when one takes into account the modest education required The average yearly income is around 50 000 although salaries can jump to as high as 75 000 with experience or when working for a large firm in a metropolitan area. This is a great time to pursue a career as a paralegal The job outlook is exceptional with employment growing by as much as 30 percent If you want to build a career in the legal field but do not want to invest the time and money to become a lawyer consider paralegal work The pay is good the jobs are plentiful and you can get started in a short period of time Paralegal Career Guide Chere B. Estrin, 1996 In this comprehensive resource Chere Estrin demonstrates the benefits of strategic career development for both entry level and veteran paralegals You ll find guidance on how to plot a course for success that will carry you across the changing professional landscape as well as interviews of some of the most powerful paralegal administrators in the nation uncovering the secrets of success in a variety of specializations The book also covers how to job search on the Internet the pros and cons of becoming a certified paralegal where technology is taking the paralegal profession ADR and the opportunities it offers the paralegal how to develop as a paralegal manager career opportunities with legal vendors the secrets of quality service how to Occupational Outlook Handbook 2010-2011 (Paperback) Labor Dept. make positive career changes and much more (U.S.), Bureau of Labor Statistics, 2010 An important resource for employers career counselors and job seekers this handbook contains current information on today s occupations and future hiring trends and features detailed descriptions of more than 250 occupations Find out what occupations entail their working conditions the training and education needed for these positions their earnings and their advancement potential Also includes summary information on 116 additional occupations Bulletin of the United States Bureau of Labor Statistics ,1913 Occupational Outlook Handbook U S Dept of

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of occupational information anywhere JIST s edition is a complete reprint of the original <u>Exploring Tech Careers</u>, 2014-05-14 Offers information on the duties salary ranges educational requirements job availability and advancement opportunities for a variety of technical professions *Occupational Outlook Handbook, 2000-01* U. S. Department of Labor, Bureau of Statistics Staff, United States. Bureau of Labor Statistics, 2000-02

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