

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.

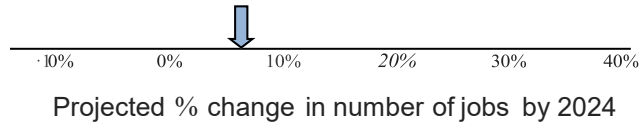
People with these roles and responsibilities are also called:

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 the case.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes and documents.
- Investigate facts and law of cases and search for pertinent sources, such as public records, to determine causes of action and to prepare cases.

Michigan Job Outlook "Faster than average" (+8.8%)



National Job Outlook through 2024: 2.6%

National Job Outlook through 2024: 8.8%

Most Important Occupational Skills

BASIC SKILLS

Mathematics
Critical Thinking
Reading Comprehension

PROBLEM SOLVING SKILLS

Complex Problem Solving

SYSTEMS SKILLS

Judgment/Decision Making
Systems Analysis
Systems Evaluation

SOCIAL SKILLS

Social Perceptiveness
Coordination

TECHNICAL SKILLS

Operations Analysis
Programming

RESOURCE MANAGEMENT

Mgmt of Financial Resources
Time Management
Mgmt of Personnel

How much did these jobs pay in 2016?

Average: \$53,180 per year
(\$25.57 per hour)

Career Pathway and Educational Requirements

Associate (\$20,000 - \$35,000) Specialist (\$30,000 - \$75,000) Managerial (\$50,000 - \$100,000) Executive (\$100,000+)

Junior Paralegal/
Legal Assistant



Senior Paralegal/Legal
Assistant



Attorney



Senior Attorney



General Counsel

REQUIRED FOR ENTRY
High school degree

REQUIRED FOR ADVANCEMENT
Associate's degree or multiple years
equivalent related work experience
Professional certification

REQUIRED FOR ADV.
Law degree
Multiple years related work
experience

REQUIRED FOR ADV.
Law degree
Many years related
experience

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)