

LEGAL STUDIES

Program Description

If you're interested in being a part of an exciting profession that impacts every area of our lives, then becoming a legal assistant is the right career for you. But what does a legal assistant, or paralegal, do? Basically, they help attorneys keep things organized and on track by doing important legal tasks. This includes assisting attorneys during trials, organizing and managing case files, performing legal research, preparing legal briefs, filing legal documents, and conducting client and witness interviews. The legal assistant program will challenge you intellectually and provide you with the skills needed to work in this exciting field.

In the Legal Assistant program, we study law to understand the foundation our society is built upon, the laws created to protect us, and the rules we are bound to respect. We learn to think critically about current legal issues and develop skills needed to work under the direction of an attorney. According to the Department of Labor, as more people will require additional legal services, the demand for paralegals is expected to grow faster than the average for all occupations through 2024. Also, if you already have an Associate's or Bachelor's degree in any area, this program can give you the legal basics a paralegal needs to know while building upon the areas you've already completed. The Legal Assistant Program provides you with the educational foundation to help you transfer to a pre-law program or related field of study and to work in all areas of the legal system, including courts, law firms, and government agencies.

* Paralegals may not provide legal services directly to the public except as permitted by law.

Contact Information

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Degrees/Certificates

Degrees

Non-Transfer Degree

- Legal Studies, A.S. (<https://catalog.msjc.edu/instructional-programs/legal-studies/legal-studies-as/>)

Certificates

- Legal Studies Certificate (<https://catalog.msjc.edu/instructional-programs/legal-studies/legal-studies-certificate/>)

Program Learning Outcomes

- Analyze information and legal considerations to assist the attorney in decision-making and advise to clients.
- Conduct legal and non-legal research using correct legal methods.
- Draft commercial documents, agency filings, court pleadings and agreements using correct formatting and editing skills.

- Explain the theoretical foundation of the legal environment to understand the legal system.
- Student will be able to draft a legal memorandum and a pleading following court rules relating to captions.

Careers and Salaries

Discover in-demand careers and education options based on your interests! See the list of careers below or explore further by searching for **Careers or Programs** (<https://msjc.emsicc.com>).

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer. The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer. Labor market statistics are from the Bureau of Labor Statistics, US Census Bureau, O-NET, EMSI.

Career/Industries	CA Annual Median Salary or Range	Employment Demand or Opening CA
Title Examiners, Abstractors, and Searchers (SM, C, B)	\$71,091	628
Legal Secretaries and Administrative Assistants (SM, A, B)	\$51,476	3,267
Paralegals and Legal Assistants (C, A, B)	\$68,478	4,851

(degree required: SM some college, C: Certificate, A: Associate degree, B: Bachelor's degree, M: Master's degree, D: Doctorate)

Career field may be wide and varied. See a counselor or SUCCESS! Coach for more information.