

PARALEGAL JOB DESCRIPTION DUTIES



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- Maintaining databases and tracking deadlines
- Interviewing clients and witnesses before trials
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Job As Paralegal Job As Paralegal

Scott A. Hatch, Lisa Zimmer Hatch



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paralegal field always needs bright motivated and effective applicants Become one of them with Paralegal Career For Dummies **How to Land Your First Paralegal Job** 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 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

The Professional Paralegal Job Search Christofer Ulmont French,1995 In this lively practical paperback Christofer French a career counselor at the renowned Denver Paralegal Institute helps your students package and present the particular skills and qualities they need to find and keep a paralegal job in today s increasingly competitive market The author presents a full range of effective tools to launch a strategic job search from successful interviewing techniques and resume writing skills to follow up and networking Organized in eight chapters this book also details job descriptions and expectations for various types of paralegal work including government litigation in house counsel bankruptcy and real estate and provides your students strategies for approaching law firms of different sizes Assign THE PROFESSIONAL PARALEGAL JOB SEARCH and help your students customize skills for each job opening use the right buzz words choose which virtues and skills to highlight discover how to avoid being rejected as overqualified broach the money question in interviews make the strongest and most compelling presentations and much more Filled with sample cover letters sample resumes success stories from working paralegals and an appendix that lists state by state paralegal professional organizations this invaluable reference will assist students now and throughout their careers

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