

Legal Office Assistant



GENERAL INFORMATION

Legal Office Assistants prepare correspondence and legal papers such as summons, complaints, motions, responses, and subpoenas under the supervision of professional staff. In particular, they use transcription equipment and a computer to transcribe correspondence, pleadings, legal documents, and forms used in litigation. They also assist with filing, reception, and general office duties; they may also review legal journals and assist with legal research.

Legal Office Assistants are not paralegals and do not assist in actual case research and preparation or in legal proceedings.

Good English grammar and punctuation skills are required, as well as familiarity with personal computers and word processing software. Keyboarding speed of at least 60 words per minute is essential, depending upon the position.

Because Legal Office Assistants usually work with other office staff, they should be cooperative and able to work as part of a team. In addition, they should have good communication skills, be detail-oriented, and adaptable.

CAREER OPTIONS

Employment is generally found in law firms or law-related offices such as corporate legal departments of business firms, banks, insurance companies, government offices, and financial institutions.

Legal office assistants/secretaries are listed on the fastest growing occupations and occupations projected to have the largest numerical increases in employment between 2006 and 2016.

Median annual earnings are about \$43,040 (based on the year 2006) and vary based on experience, location, and type of office. In some cases, the nature of the work may require extra hours beyond a 40-hour work week.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*, Paralegals and Legal Assistants, on the Internet at <http://www.bls.gov/oco/ocos114.htm>

PROGRAM OPTIONS

Everett Community College's Department of Business Technology offers a Legal Assistant Certificate at two levels, with an option to complete an Associate Degree in Business Technology:

- **Legal Office Support, Certificate:** 43 credits. Focuses on introductory and intermediate skills, Civil Litigation, Wills, Probate, and Domestic Relations, and Bankruptcy and Corporate Law.
- **Legal Office Assistant, Certificate:** 84 credits. Includes the courses required for the Legal Office Support Certificate and builds more advanced skills.
- **Business Technology, Associate Degree in Technical Arts (ATA):** Minimum 90 credits. By completing the Legal Office Assistant Certificate and additional credits in general education, a person may earn a degree.

The options described in this guide are not designed for transfer to a baccalaureate institution, though some of the courses may be transferable.

Preparation: Prior to entering the courses required for the endorsements and certificate, students must meet prerequisites in keyboarding skills (BT 100). For some students, completion of ENGL 98 with a grade of C or higher, or a placement test score indicating readiness for ENGL& 101, is required.

PROGRAM ADVISORS

It is essential to follow advisor guidance for this program. Please contact one of the EvCC advisors to help you select which degree pathway to follow and to map out your program of study.

Theresa Markovich	OLY 219	425-388-9241	tmarkovich@everettcc.edu
Kathryn Willestoff	OLY 218	425-388-9242	kwillestoff@everettcc.edu

If there is no answer, please call the division office at 425-388-9584.

GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. All prospective and current students are invited to contact the Enrollment Services Office or the Counseling Advising and Career Center (CACC) if they would like to speak one to one with an advisor about getting started. Contact:

◆ Enrollment Services, Jackson Center
425-388-9219, admissions@everettcc.edu

◆ Counseling, Advising and Career Center, Third Floor, Parks, 425-388-9263

RELATED PROGRAMS

EvCC's Business Technology Department offers a variety of programs for students interested in preparing for the business office environment. Please consult other curriculum guides for these programs:

- Administrative Support
- Medical Administrative Support
- Medical Billing Specialist
- Medical Receptionist
- Medical Transcriptionist
- Office Support
- Business Technology
- Medical Coding
- Virtual Assistant

NOTES FOR CERTIFICATES AND DEGREES

- ◆ (PR) indicates the course has a prerequisite or co-requisite.
- ◆ To assist students in planning, the courses are listed in a suggested sequence of courses over one or more quarters and assume full-time enrollment and successful completion each quarter. Part-time students may find their course pattern to be different.
- ◆ EvCC does not offer every course each quarter. Please consult with the Class Schedule and a program advisor to plan course selection.
- ◆ Waivers for any of the required courses may be considered on the basis of verifiable evidence of previously acquired skills. Such waivers can be granted only by one of the program advisors listed in this curriculum guide. A waiver does not excuse the student from the requirement to earn the minimum required credits. Courses waived must be replaced with recommended elective courses.
- ◆ To earn a certificate or degree, the courses must be completed with a grade of C or higher, excluding credits in English, Humanities, and Natural and Social Sciences.

Certificates: Students should meet with a program advisor and maintain this certificate checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A description of College requirements for earning a certificate or degree is contained in the College catalog.

LEGAL OFFICE SUPPORT CERTIFICATE

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System. Courses in [brackets] are the "old" course numbers and may be used to satisfy requirements. For more information, go to www.everettcc.edu/ccn

Student Name: _____ Advisor Signature: _____ Date: _____

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
First Quarter				
BT 219	Introduction to Microsoft Word (PR) (CP)	5	_____	_____
BT 145	Civil Litigation (PR)	5	_____	_____
BUS 104	Business English (WS)	5	_____	_____
SUBTOTAL		15	_____	_____
Second Quarter				
BT 115	Records Management	5	_____	_____
CL 101	Computer Literacy (CP)	5	_____	_____
BT 146	Wills, Probate and Domestic Relations (PR)	5	_____	_____
SUBTOTAL		30	_____	_____
Third Quarter				
POLS& 200 or BT 181D	Introduction to Law (SS) (PR) or Diversity in Law & Ethics for Health Care Occupations	5	_____	_____
BT 105	Keyboarding Speed and Accuracy (PR)	3	_____	_____
BT 147	Bankruptcy and Corporate Law (PR)	5	_____	_____
TOTAL		43	(grade of C or higher in all classes)	

LEGAL OFFICE ASSISTANT CERTIFICATE PROGRAM – 84 - 87 credits

Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog. All certificate and degree requirements are listed in the Catalog, including the completion of at least 90 credits, with a minimum 2.0 GPA.

Courses listed with an ampersand in the course number (e.g. ENGL& 101) reflect the new Common Course Numbering System.

Courses in [brackets] are the "old" course numbers and may be used to satisfy requirements. For more information, go to www.everettcc.edu/ccn

Student Name: _____ **Advisor Signature:** _____ **Date:** _____

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Quarter Completed</u>	<u>Grade</u>
First Quarter				
BT 115	Records Management	5	_____	_____
BUS 104	Business English (WS)	5	_____	_____
POLS& 200 or BT 181D	Introduction to Law (SS) (PR) or Diversity in Law & Ethics for Health Care Occupations	5	_____	_____
Second Quarter				
CL 101	Computer Literacy (CP)	5	_____	_____
BT 145	Civil Litigation (PR)	5	_____	_____
BT 219	Introduction to Microsoft Word (CP) (PR)	5	_____	_____
Third Quarter				
BT 105	Keyboarding Speed and Accuracy (PR)	3	_____	_____
BT 146	Wills, Probate and Domestic Relations (PR)	5	_____	_____
BT 240	Access (PR) (CP)	5	_____	_____
Fourth Quarter				
BUS 130	Business Computations (PR) (CS) (CP)	5	_____	_____
BT 147	Bankruptcy and Corporate Law (PR)	5	_____	_____
BUS 110D	Business Communications (PR) (WS) (D) (HR/IC)	5	_____	_____
Fifth Quarter				
BT 242	Excel (PR) (CP) (CS)	5	_____	_____
BT 229	Advanced Microsoft Word (PR) (CP)	5	_____	_____
BUS 165 [BT 165]	Service Essentials for Business (HR/IC)	5	_____	_____
Sixth Quarter				
BT 162	Job Search and Professional Development (HR/IC)	5	_____	_____
BT 248	Advanced Legal Office Procedures (PR) (HR/IC) (CP)	5	_____	_____
BT 252	Internship (PR)	1-4	_____	_____
MINIMUM REQUIRED CREDITS:		84-87	(minimum C in all BT, BUS & CL courses)	

Note: (PR) indicates a course prerequisite, (CP) computer proficiency, (CS) computation skills, (H) humanities, (HR/IC) human relations/interpersonal communications, (SS) Social Science, (D) Diversity, (Q) Quantitative, and (WS) writing skills.

Note: To assist students in planning, the courses are listed in a suggested sequence over one or more quarters and assume full-time enrollment and successful completion each quarter. Part-time students may find their course pattern to be different.

Note: EvCC does not offer every course each quarter. Please consult with the Class Schedule and an advisor to plan course selection.

Note: Waivers for any of the required courses may be considered on the basis of verifiable evidence of previously acquired skills. Such waivers can be granted only by one of the program advisors listed in this curriculum guide. A waiver does not excuse the student from the requirement to earn the minimum required credits. Courses waived must be replaced with recommended elective courses.

ELECTIVES: Students who need additional credits to complete certificate requirements must choose from this list. Other courses may be substituted with approval from one of the Business Technology advisors.

Course	Title, Credits	Course	Title, Credits
ACCT 110	Small Business Accounting	BT 181D	Diversity in Law and Ethics for Health Care Occupations
ACCT& 201 [200]	Principles of Accounting I	BUS& 101	Intro to Business
BT 100	Beginning Keyboarding/Typing	HEALTH 100	Medical Terminology

