



NEW! Legal Secretary

Job Description

A legal secretary is an administrative assistant trained exclusively in the field of law. Legal secretaries are proficient at handling all administrative duties within a law office or legal department setting. Legal secretaries possess excellent judgment and make important decisions within the scope of their duties on a daily basis. Legal Secretaries are employed in a number of settings, including law firms and legal departments within private corporations, insurance companies and real estate firms.

Employment Outlook

According to the U.S. Department of Labor's Bureau of Labor Statistics, the median annual wage for a legal secretary in 2018 was \$46,360.

Admissions Requirements

Students must be 18 years of age and have a high school diploma or GED to enroll in this course, as well as have proficient computer and communication skills.

Program Description

This training program provides the skills needed to succeed as a Legal Assistant including how to:

- Arrange for the delivery of legal paperwork
- Type correspondence and legal paperwork
- Transcribe court proceedings and other recorded meetings
- Schedule, coordinate and confirm court dates, appointments, and meetings
- Conduct research in legal matters

Legal secretaries must have excellent phone and computer skills and must be able to effectively perform a number of routine tasks quickly and accurately. Learn to:

- Maintain calendars and schedules for a number of attorneys
- Develop/maintain comprehensive, organized billing system
- Ensure all billable hours are accurately recorded
- Understand the basics of a number of court documents, such as summons and subpoenas
- Arrange for the filing of court documents

Source: ParalegalEDU.org

The program includes the development of a resume and cover letter, interview skills, and soft skills to give students the tools to secure and retain employment. For those who choose to further their education and obtain a Paralegal degree, the Legal Secretary program will give you the basic skills to build upon.

Time Commitment

This 2 month course includes 38 hours of online instruction.

CRN: 1567 PRFD MM816

Dates: February 1, 2021 – March 29, 2021

Instruction type: ONLINE

Fee: \$1,099

Payment Information

Total cost of this program is \$1,099 including textbooks.