



# 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 is \$48,980.

## **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: 1392 PRFD MM816

Dates: February 28 to May 23, 2022

Days: Wednesday

Times: 5:30 p.m. to 7:30 p.m.

Instructor: Alayna Stone

Instruction type: LRON

Fee: \$1,099

**Note: This course will have students attending from other colleges.**

**Payment Information**

Total cost of this program is \$1,099 including textbooks. Students must drop at least 1 day prior to the start of the program in order to receive a refund, if you are on a payment plan the \$25 payment plan fee is non-refundable.

**Contact Information**

For more information or to register please call 860 253-3028 or email [schampagne@asnuntuck.edu](mailto:schampagne@asnuntuck.edu).

**Notice of Non-discrimination:** Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 and the 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082. Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu) (860) 253-3011 y el 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.