

# CAREER PATHWAY: PARALEGAL



**What do they do?** Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

**People with these roles and responsibilities are also called:** Paralegal, Law Clerk, Legal Assistant, Legal Clerk, Summer Law Associate, Legal Analyst, Paralegal Specialist, Certified Paralegal

## Some typical job duties include:

- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Prepare for trial by performing tasks such as organizing exhibits.
- Prepare legal documents, including briefs, pleadings, appeals, and contracts.
- Meet with clients and other professionals to discuss details of case.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.
- Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.



## HOW MUCH DO THESE JOBS PAY IN OHIO?

**AVERAGE:**  
**\$44,180**

## MOST IMPORTANT OCCUPATIONAL SKILLS

**Basic Skills:** Active Listening, Writing, Reading Comprehension

**Social Skills:** Coordination, Service Orientation, Social Perceptiveness

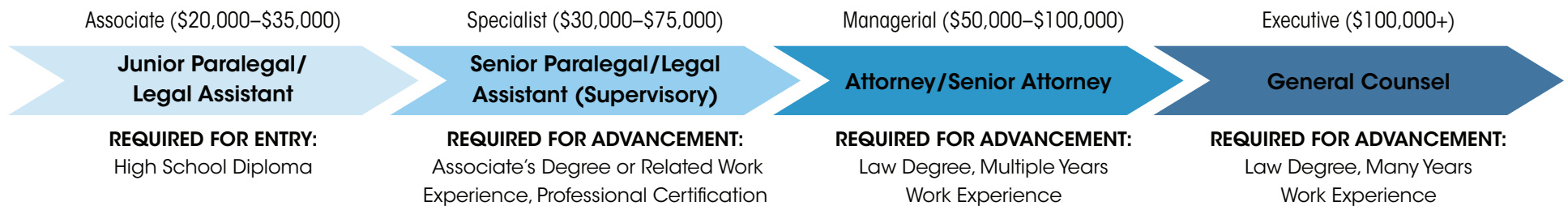
**Problem Solving Skills:** Complex Problem Solving

**Technical Skills:** Operations Analysis, Operation Monitoring

**System Skills:** Judgment and Decision Making, Systems Analysis, Systems Evaluation

**Resource Management Skills:** Time Management, Management of Personnel Resources, Management of Financial Resources

## CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



**CERTIFICATIONS THAT CAN HELP YOU ADVANCE: Paralegal Certificate**  
From an ABA Approved Paralegal Education Program

**Certified Legal Assistant/Certified Paralegal**  
Nation Association of Legal Assistants

**Paralegal Advanced Competency Examination - Registered Paralegal**  
National Federation of Paralegal Associations

**American Alliance Certified Paralegal**  
American Alliance of Paralegals