

The Career Legal Secretary Advanced

Careers as a Paralegal and Legal Assistant Paralegal Career For Dummies Paralegal Career For Dummies The Career Legal Secretary, Advanced Professional and Occupational Practice Requirements The Top 100 Essentials of Paralegalism Occupational outlook handbook, 2010–11 (Paperback) Professional Secretaries International Complete Office Handbook West's Annotated California Codes Bowker's Law Books and Serials in Print Ethics and Professional Responsibility for Paralegals Current Publications in Legal and Related Fields Pennsylvania State Manual Top 300 Careers Annual Planning Information The Career Legal Secretary, Advanced Edition Programs of Study and Training Legal Assistant Education and Utilization Wills, Trusts, and Estate Administration for the Paralegal G. S. Prentzas Scott A. Hatch Scott Hatch National Association of Legal Assistants Staff Ferguson William P. Statsky Susan Jaderstrom California Therese A. Cannon Gerry S. Malone Dennis R. Hower

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this book examines careers as a paralegal and legal assistant covering professional responsibilities ethic codes kinds of employers job searches resume building and work environments

your career as a top notch paralegal starts here the demand for paralegal professionals is exploding and paralegal career for dummies 2nd edition explains the skills and requirements needed to pursue this rewarding career inside you'll discover the ins and outs of paralegal skills from preparing documents and performing legal research to obtaining certification job hunting and understanding legal concepts use this hands on guide to help in your career considerations bolster your paralegal training or as an everyday on the job reference paralegal career for dummies will be your trusty assistant through all phases of your life as a paralegal taking you forward with tips on networking and joining professional organizations that will enhance your career discover the job skills

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apply important legal concepts and skills you need to succeed get educated land a job and start making money now want a new career as a paralegal but don't know where to start relax paralegal career for dummies is the practical hands on guide to all the basics from getting certified to landing a job and getting ahead inside you'll find all the tools you need to succeed including a cd packed with sample memos forms letters and more discover how to secure your ideal paralegal position pick the right area of the law for you prepare documents for litigation conduct legal research manage a typical law office sample resumes letters forms legal documents and links to online legal resources please see the cd rom appendix for details and complete system requirements

essentials of paralegalism is an introduction to this emerging legal field it covers primary employment and regulatory issues including job search strategies the material teaches the basic skills paralegals will need when working in the field including interviewing investigation and analysis at an introductory level the more on the net feature provides addresses for sites that relate to the theme for each chapter and analysis problems throughout promote analytical thinking skills needed on the job concrete examples from paralegal professionals experience in the work setting give readers an insider's view of this profession

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ethics and professional responsibility for paralegals provides complete coverage of legal ethics tailored to the needs of the practicing paralegal

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the leading text in the field takes a practical approach illustrating legal principles through examples exercises legal forms checklists and actual drafts of wills and trusts students are exposed to detailed procedures and are prepared for everyday practical duties of the paralegal through comprehensive authoritative coverage blend of theory and practice balances the need for understanding concepts and law and the need to be able to apply it

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