

The Career Legal Secretary Advanced

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this book is presented by the national association of legal secretaries as a legal secretarial training course at the post secondary school level as well as the official text for the nals legal training course and the nals independent course of study

legal secretaries are on the front line of a law office representing the law office as the first person clients see or talk to in addition to clients they deal with a constant stream of attorneys staff members expert witnesses and other involved parties behind the scenes they perform a wide range of duties they prepare and help process legal documents such as appeals and motions they write briefs conduct research complete forms and manage tons of files both digital and in print all of this is a big responsibility that takes confidence and the ability to juggle many tasks and roles at the same time legal secretaries belong to one of the most employable groups in the world one important reason is that the skills necessary to be a good legal secretary carry over to many other positions professions and businesses jobs for legal secretaries are plentiful at every level from entry level all the way up to the positions paying 50 000 and more pages 1 2

those who seek legal and paralegal jobs will find this book to be a rich resource no matter what type of legal or paralegal work is sought the reader will find outstanding samples of resumes and covers used by real people to obtain legal and paralegal jobs resumes and covers letters are included which will help newly minted lawyers or paralegals find their first jobs in their field there are also sample resumes and cover letters which will be useful to the most experienced lawyers and paralegals in the profession a bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the knowledge skills and abilities ksas which are often required for government positions this book will show legal industry professionals how to maximize their career potential get federal positions and change fields if they want to

provides comprehensive coverage of careers in the legal industry career profiles include court administrator elder law attorney family court judge and more

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defines various careers in office work discussing the nature of the work educational or training requirements getting started advancement possibilities salary employment outlook and sources of more information

presents a guide to help you examine job possibilities while on your way to a new career in the law and justice industry includes a self assessment quiz

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