

Legal Secretary

**Median hourly
earnings: \$29.33**

**Median annual
earnings: \$64,760**

Occupation Description

Legal secretaries perform secretarial duties using legal terminology, procedures, and documents. They prepare legal papers and letters, such as summonses, complaints, motions, and subpoenas. They may also assist with legal research.

General Knowledge, Skills and Abilities Required for Success on the Job

- Clerical
- Law and Government
- Reading Comprehension
- Active Learning
- Information Organization

Education and Training Needed

- Most Common Educational/Training Level: Postsecondary vocational award
- Related Instructional Programs: Legal Administrative Assistant/Secretary

Training Providers

[University of the District of Columbia](#)

4200 Connecticut Ave, NW
Washington, D.C. 20008
(202) 274-7000

AAS Legal Assistant

This program provides for a practical career and early job placement in the legal environment field and leads to the Associate in Applied Science degree. Requirements for the completion of the paralegal program are 62 credit hours.

[Montgomery College](#)

900 Hungerford Dr.
Rockville, MD 20850
(301) 279-5000

Associate's Degree and Certificate in Paralegal Studies

This curriculum provides the student with the basic skills in legal research, legal writing, and legal interviewing. The student will learn to prepare and interpret legal documents and to analyze and apply legal procedures and processes.

Certificate Program

The curriculum provides the student with basic skills in legal research, legal writing, and legal interviewing techniques. Competency is developed in at least three areas of substantive law selected by the student.

Legal Analysis Letter of Recognition

This sequence of three courses is designed for persons who wish to develop skills in legal analysis. To complete each course in this sequence, students must demonstrate skills in the following areas: identifying the kinds of law books and their components, using the various indexes and digests, evaluating the role of key facts in issue development, and organizing materials and writing them in a clear style. A grade of C or better is required in each course.

[Northern Virginia Community College – Alexandria Campus](#)

3001 North Beauregard Street

Alexandria, VA 22311

(703) 845-6200

Associate in Applied Science Degree in Paralegal Studies

The primary purpose of NVCC's paralegal studies program is to educate competent and ethical paralegals. Paralegals (who are also called "legal assistants") are persons who are qualified by education, training, or work experience to perform specifically delegated legal work for which a lawyer is responsible. The program strives to balance theory and practice, so that graduates are not only equipped to perform specific legal tasks, but also able to understand the principles of law such tasks involve.