Legal Administrative Assistant

Legal administrative assistants are educated for entry-level positions in the legal profession. They perform clerical duties related to a lawyer’s practice. They transcribe and type correspondence and legal and other documents, manage calendars, and maintain files. Clerical duties include managing and scheduling appointments and hearings, assisting in the production of trial notebooks and exhibits, paying bills for witness and process service fees, recording trial dates, and delivering subpoenas and other documents. They have been trained in word processing and spreadsheet and database management. They are also trained in legal office procedures and have had some experience through co-ops and internships in working with office clients.

Sample Job Titles

- Legal Secretary, Legal Administrative Assistant
- Paralegal Assistant
- Legal Receptionist
- Legal Transcriptionist

Required Skills

- Word processing, spreadsheet, accounting, computer program proficiency
- Knowledge of legal procedures (basic law office, courts, ECF procedure)
- Office workflow management
- Microsoft Office
- Event management
- Accounting software
- Strong writing and communication skills required
- Knowledge of legal terminology and ethics

Getting the Job: Required Degrees, Licensing and/or Certifications

- Accepted: High School Diploma or equivalent
- Preferred: A.A.S.
- Most Preferred: Paralegal training

Salary and Outlook

- Average Salary:
  - National: $35,330 annually ($16.99/hour)
  - Idaho: $26,769 annually ($12.87/hour)
- Job Growth: 12% annually (as fast as average)

Frequent Asked Advisory Questions/Notes

- What’s the difference between a legal admin and a paralegal? The primary difference between an admin and a paralegal is the amount of experience or substantive training each receives. Most paralegals have either been trained in specific educational programs or have been “brought up” into their positions from serving as legal admins. This translates into the amount and type of work that they do; both categories of legal support professionals work under the supervision of the attorneys, but the work that paralegals do is usually more advanced.