SOME INTERNET RESOURCES FOR PARALEGAL & LEGAL ASSISTANT CAREERS

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CAREER OVERVIEW
Paralegals are trained assistants who work with attorneys to support their legal services including organizing and maintaining files, conducting legal research, and drafting documents. Paralegals work in law firms, corporations, the government and other practice environments and operate under the supervision of a lawyer. Paralegals cannot give legal advice, represent a client in court, establish legal fees or sign documents filed with the court.

Paralegals should have knowledge of legal terms, federal and state rules of legal procedure and the law. They must have strong organizational skills in order to manage a large volume of case files and documents. Communication skills are important because paralegals interact regularly with clients, court personnel and other attorneys. Strong research and writing skills are also necessary in drafting memorandums, correspondence and other documents. (Source: Occupational Outlook Handbook)

TYPICAL PARALEGAL SALARY RANGE
$40,000 to $60,000

JOB OUTLOOK
According to the Bureau of Labor Statistics, employment of paralegals and legal assistants is expected to grow by 18 percent from 2010 to 2020, about as fast as the average for all occupations. The current trend is to hire more paralegals and legal assistants. Paralegals can be a less costly alternative to lawyers and perform a wider variety of duties, including tasks once done by lawyers. This will cause an increase in demand for paralegals and legal assistants. Law firms will continue to be the largest employers of paralegals, but many large corporations are increasing their in-house legal departments to cut costs. For many companies, the high cost of lawyers and their support staff makes it much more economical to have an in-house legal department rather than to retain outside counsel. This will lead to an increase in the demand of legal workers in a variety of settings, such as finance and insurance firms, consulting firms, and health care providers.

TIPS FOR JOB SEARCHING
- Create a professional resume.
- Identify your strengths and skills by doing a thorough self-assessment.
- Research the companies or organizations you are interested in. Apply to those that will be a good fit for your strengths and skills.
- Create individual cover letters for each job you are applying for.
- Contact employers, supervisors or faculty for letters of reference.
- Use social networking sites and create an on-line presence that will impress employers.
- Use a variety of job search techniques.
- Network through professional organizations, co-workers, friends, relatives, alums, alumni LinkedIn groups, supervisors, faculty, internship sites, volunteer sites, etc.
- Practice your interviewing skills.
- Develop questions to ask during the interview.
- Send thank you notes following your interview.
RELATED JOB SITES
Find Law http://lp.findlaw.com/
JD Diversity www.jddiversity.com/
Law Crossing www.lawcrossing.com
Law Jobs http://careers.lawjobs.com/jobs/browse/category/paralegal
Legal Career Network www.legalcareernetwork.com/
Paralegal Jobs http://paralegal.jobs.net/
Top USA Jobs http://paralegal.jobs.topusajobs.com/
Worldwide Legal Directories www.hg.org/

PROFESSIONAL ASSOCIATIONS
National Association of Legal Assistants www.nala.org/
National Federation of Paralegal Associations www.paralegals.org/
National Paralegal Association www.nationalparalegal.org/

CAREER INFORMATION

GENERAL JOB SEARCH RESOURCES (search by geographic location and field)
Career Builder www.careerbuilder.com
Indeed.com www.indeed.com
Internet Job Source www.50statejobs.com
Local Job Board www.localjobboard.com
Monster www.monster.com
Riley Guide www.rileyguide.com
Simply Hired www.simplyhired.com

Please note that the websites noted in this resource are not maintained by Career Services but are provided as a convenience to students and alumni. The inclusion of any of these resources does not indicate an endorsement or recommendation by the office. Students and alumni are responsible for taking appropriate precautions when conducting a job search, posting information online, applying for jobs, interviewing or accepting positions.

For job search questions or assistance in writing resumes and cover letters please contact
Rosemary Nichols, Director of Career Services
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FACEBOOK: www.facebook.com/FPCareerServices
JOB BOARD: www.franklinpierce.edu/jobbase/
LINKEDIN: FPU Alumni & Student Career Network

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