Legal Office Occupation Cluster

San Bernardino, Riverside, Orange, and Los Angeles counties

# Occupation Definitions

**Paralegals and Legal Assistants (SOC: 23-2011)** Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Sample of reported job titles: Certified Paralegal, Immigration Paralegal, Law Clerk, Legal Analyst, Legal Assistant, Legal Clerk, Paralegal, Paralegal Specialist, Real Estate Paralegal, Summer Law Associate

**Legal Secretaries (SOC: 43-6012**) Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

Sample of reported job titles: Confidential Secretary, Judicial Administrative Assistant, Legal Administrative Secretary, Legal Assistant, Legal Secretary, Litigation Assistant, Magistrate Assistant, Secretary

# Legal Office Occupation Cluster Outlook

Employment in the legal occupation cluster is projected to increase 4% by 2020, adding more than 1,200 new jobs. Nearly 800 job opportunities will be available each year in the four-county region due to new job growth and replacement need. See Exhibit 1 for full employment projections details.

According to Burning Glass, an online job ad search resource, there were a combined 5,653 legal office occupation cluster job postings across 2015 in San Bernardino, Riverside, Orange, and Los Angeles counties combined. Job postings included: 3,692 paralegals and legal assistants and 1,961 legal secretaries. Paralegal, legal secretary, and legal assistant were the most common job titles provided by employers in the online job postings. Note: one job posting is not equal to one job opening (e.g. an employer may create multiple job ads for a single opening).

Exhibit 1. Legal office occupation cluster in San Bernardino, Riverside, Orange, and Los Angeles counties combined, 5-year projections

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Occupation | 2015 Jobs | 2020 Jobs | 5-year Change | 5-year % Change | Annual Openings |
| Legal Secretaries | 15,445 | 15,603 | 158 | 1% | 234 |
| Paralegals and Legal Assistants | 14,612 | 15,701 | 1,089 | 7% | 557 |
| Total | **30,057** | **31,304** | **1,247** | **4%** | **791** |

Source: EMSI 2016.4

# Legal Office Employer and Location

Exhibit 2 lists the top employers and worksite locations for the legal office occupation cluster in 2016 from online job ads.

Exhibit 2. Top legal office occupation cluster employers and locations in San Bernardino, Riverside, Orange, and Los Angeles counties combined

|  |  |  |
| --- | --- | --- |
| Occupation | Employer Name | Worksite Location (% job postings) |
| Paralegals and Legal Assistants | Delloite, Deloitte, D3 Legal Search, Llc | Los Angeles (54%), Irvine (5%), Beverly Hills (5%) |
| Legal Secretaries | Adams and Martin Group, New York County Lawyers Association, Disney | Los Angeles (56%), Irvine (7%), Glendale (6%) |

## Source: Burning Glass

# Earnings

Exhibit 3 lists the entry level, median, and experienced earnings for occupations in the legal office cluster. The median wage for both occupations in this cluster exceed the living wage per hour for a single adult living in all four counties according the MIT Living Wage Calculator (Los Angeles - $12.56 per hour, Orange - $13.89 per hour, San Bernardino and Riverside County - $11.75 per hour).

Exhibit 3. Average earnings for the legal office occupation cluster in San Bernardino, Riverside, Orange, and Los Angeles counties combined

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupation | Entry HourlyEarnings | Median Hourly Earnings | Experienced Hourly Earnings | Avg. Annual Salary |
| Paralegals and Legal Assistants | $13.60 | $26.42 | $43.88 | $57,138 |
| Legal Secretaries | $13.64 | $23.68 | $37.51 | $51,501 |
| Averages | **$13.62** | **$25.01** | **$40.61** | **$54,246** |

Source: EMSI 2016.4 Class of Worker. Entry hourly earnings is 10th percentile, experienced hourly earnings is 90th percentile.

# Education and Training

The typical entry level of education required for paralegals and legal assistants is an Associate’s degree with no on-the-job training. The typical entry level of education required for legal secretaries is a high school diploma or equivalent with one to 12 months on-the job training. Education and training are displayed in Exhibit 4.

Exhibit 4. Minimum education requirements for legal office occupation cluster in San Bernardino, Riverside, Orange, and Los Angeles counties

|  |  |  |  |
| --- | --- | --- | --- |
| Occupation | Typical Entry Level Education | Typical On-The-Job Training | Work Experience Required |
|
| Paralegals and Legal Assistants | Associate’s degree | None | None |
| Legal Secretaries | High school diploma or equivalent | One to 12 months | None |

## Source: EMSI 2016.4

# Advertised Skills

Exhibit 5 lists the top skills requested by employers in online job ads for each of the occupations in the energy systems technology occupation cluster in 2015. Litigation was the highest overall skill required, skills in Microsoft Office, including the Microsoft Word work application was also a required skill in high demand.

*Exhibit 5. Top skills for legal office cluster in* San Bernardino, Riverside, Orange, and Los Angeles counties

|  |  |
| --- | --- |
| Occupation | Top Skills |
| Paralegals and Legal Assistants | Litigation, Microsoft Excel, Microsoft Word, Microsoft Office |
| Legal Secretaries | Legal support, litigation, Microsoft Word, Administrative support |

## Source: Burning Glass

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