** Paralegals and Legal Assistants**

**Labor Market Information Report**

**Chabot College**

Prepared by the San Francisco Bay Center of Excellence

for Labor Market Research

October 2018

# Recommendation

Based on all available data, there appears to be an undersupply of Paralegals and Legal Assistants compared to the demand for these occupations in the Bay region and in the East Bay sub-region (Alameda and Contra Costa Counties). The annual gap is about 750 students annually in the Bay region and 257 students annually in the East Bay sub-region.

This report also provides student outcomes data on employment and earnings for programs on TOP 1402.00 - Paralegal in the state and region. It is recommended that this data be reviewed to better understand how outcomes for students taking courses on this TOP code compare to potentially similar programs at colleges in the state and region, as well as to outcomes across all CTE programs at Chabot College and in the region.

# Introduction

This report profiles Paralegals and Legal Assistants in the 12 county Bay region and in the East Bay sub-region for a proposed Paralegal Studies program at Chabot College.

|  |
| --- |
| * **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. Excludes “Legal Secretaries” (43-6012).
 |
| *Entry-Level Educational Requirement: Associate's degree* |
| *Training Requirement: None* |
| *Percentage of Community College Award Holders or Some Postsecondary Coursework: 44%* |

**Occupational Demand**

**Table 1. Employment Outlook for Paralegals and Legal Assistants in Bay Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation  | 2017 Jobs | 2022 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Annual Open-ings | 10% Hourly Wage | Median Hourly Wage |
| Paralegals and Legal Assistants | 8,192 | 8,993 | 801  | 10% | 5,077 | 1,015 | $19.31  | $31.95  |

*Source: EMSI 2018.3*

**Bay Region** includes Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties

**Table 2. Employment Outlook for Paralegals and Legal Assistants in East Bay Sub-Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation  | 2017 Jobs | 2022 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Annual Open-ings | 10% Hourly Wage | Median Hourly Wage |
| Paralegals and Legal Assistants | 2,519 | 2,736 | 217  | 9% | 1,523 | 305 | $16.55  | $27.86  |

*Source: EMSI 2018.3*

**East Bay Sub-Region** includes Alameda and Contra Costa Counties

Job Postings in Bay Region and East Bay Sub-Region

**Table 3. Number of Job Postings by Occupation for latest 12 months (Oct 2017 - Sept 2018)**

|  |  |  |
| --- | --- | --- |
| Occupation | Bay | East Bay |
| Paralegal - 140200 | 3,040 | 522 |

*Source: Burning Glass*

**Table 4. Top Job Titles for Paralegals and Legal Assistants for latest 12 months (Oct 2017 - Sept 2018)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Common Title | Bay | East Bay | Common Title | Bay | East Bay |
| Paralegal | 827 | 136 | Legal Secretary | 46 | 5 |
| Legal Assistant | 752 | 167 | Intellectual Property Paralegal | 45 | 2 |
| Legal Administrative Assistant | 274 | 64 | Paralegal Specialist | 41 | 13 |
| Litigation Paralegal | 256 | 32 | Junior Paralegal | 39 | 9 |
| Corporate Paralegal | 205 | 9 | Patent Paralegal | 25 | 4 |
| Immigration Paralegal | 81 | 12 | Associate | 21 | 3 |
| Trademark Paralegal | 55 | 9 | Contracts Paralegal | 18 | 6 |
| Real Estate Paralegal | 48 | 22 | Office Manager | 14 | 3 |

*Source: Burning Glass*

# Industry Concentration

**Table 5. Industries hiring Paralegals and Legal Assistants in Bay Region**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Industry – 6 Digit NAICS (No. American Industry Classification) Codes | Jobs in Industry (2017) | Jobs in Industry (2022) | % Change (2017-22) | % in Industry (2017) |
| Offices of Lawyers (541110) | 5,939 | 6,394 | 8% | 72.5% |
| Local Government, Excluding Education and Hospitals (903999) | 382 | 406 | 6% | 4.7% |
| All Other Legal Services (541199) | 205 | 290 | 41% | 2.5% |
| Title Abstract and Settlement Offices (541191) | 171 | 200 | 17% | 2.1% |
| Corporate, Subsidiary, and Regional Managing Offices (551114) | 171 | 183 | 7% | 2.1% |
| Federal Government, Civilian, Excluding Postal Service (901199) | 164 | 168 | 2% | 2.0% |
| State Government, Excluding Education and Hospitals (902999) | 141 | 146 | 4% | 1.7% |

*Source: EMSI 2018.3*

**Table 6. Top Employers Posting Paralegal and Legal Assistant Jobs in Bay and East Bay Sub-Region (Oct 2017 - Sept 2018)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Bay | Employer | Bay | Employer | East Bay |
| US Department of Justice | 33 | Fragomen | 13 | Tesla Motors | 13 |
| Deloitte | 23 | Tesla Motors | 13 | Clorox Company | 9 |
| Uber | 22 | Perkins Coie Llp | 12 | US Army | 8 |
| Wells Fargo | 21 | Sony Electronics Incorporated | 11 | Tesla | 7 |
| Legal Specialists | 20 | Talbridge Limited | 11 | US Department of Justice | 7 |
| Alchemy Legal | 19 | Morgan Lewis Bockius | 10 | Donahue Fitzgerald Llp | 6 |
| Aba Search Incorporated | 17 | US Army | 10 | Ross Stores | 6 |
| Gap Inc. | 14 | US Government | 10 | Progressive Insurance | 4 |
| Google Inc. | 14 | Allstate | 9 | Talbridge Limited | 4 |
| Cooley Llp | 13 | Clorox Company | 9 | About Tesla | 3 |

*Source: Burning Glass*

# Educational Supply

There are eight community colleges in the Bay Region issuing 254 awards annually on TOP 1402.00 – Paralegal and one community college in the East Bay sub-region issuing 36 awards annually on this TOP code. One other postsecondary institution issued 12 awards in the East Bay.

**Table 7. Awards on TOP 1402.00 - Paralegal in the Bay Area**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| College | Sub-Region | CIP Code | Headcount | Associates | Certificates | Total |
| **Canada** | Mid-Peninsula | n/a | 40 | 6 | 9 | 15 |
| **Deanza** | Silicon Valley | n/a | 281 | 44 | 41 | 85 |
| **Evergreen Valley** | Silicon Valley | n/a | 131 | 12 | 21 | 33 |
| **Merritt** | East Bay | n/a | 149 | 12 | 24 | 36 |
| **San Francisco** | Mid-Peninsula | n/a | 320 |  | 8 | 8 |
| **Santa Rosa** | North Bay | n/a | 110 | 14 |  | 14 |
| **Skyline** | Mid-Peninsula | n/a | 84 | 5 | 7 | 12 |
| **West Valley** | Silicon Valley | n/a | 151 | 14 | 37 | 51 |
| **John F. Kennedy University** | East Bay | 22.0302 | n/a | 12 |  | 12 |
| **Total Bay Region** |  | **1,266** | **119** | **147** | **266** |
| **Total East Bay Sub-Region** |  | **149** | **24** | **24** | **48** |

# *Source: IPEDS, Data Mart and Launchboard*

NOTE: Headcount of students who took one or more courses is for 2016-17. The annual average for awards is 2014-17 unless there are only awards in 2016-17. The annual average for other postsecondary is for 2013-16.

# Gap Analysis

Based on the data included in this report, there is a labor market gap in the Bay region with 1,015 annual openings for Paralegals and Legal Assistants and 266 annual awards for an annual undersupply of 749 students. In the East Bay sub-region, there is also a gap with 305 annual openings and 48 annual awards for an annual undersupply of 257 students.

# Student Outcomes

**Table 8. Four Employment Outcomes Metrics for Students Who Took Courses on TOP 1402.00 - Paralegal**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2015-16 | Bay (All CTE Programs) | Chabot College (All CTE Programs) | State (1402.00) | Bay (1402.00) | East Bay (1402.00) | Chabot College (1402.00) |
| % Employed Four Quarters After Exit | 75% | 74% | 67% | 68% | 59% | n/a |
| Median Quarterly Earnings Two Quarters After Exit | $13,996 | $9,429 | $9,559 | $11,445 | $9,559 | n/a |
| Median % Change in Earnings | 40% | 62% | 63% | 68% | 40% | n/a |
| % of Students Earning a Living Wage | 63% | 60% | 61% | 68% | 63% | n/a |

*Source: Launchboard Pipeline (version available on 10/10/18)*

# Skills, Certifications and Education

**Table 9. Top Skills for Paralegals and Legal Assistants in Bay Region (Oct 2017 - Sept 2018)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skill | Postings | Skill | Postings | Skill | Postings |
| Litigation | 1,062 | Customer Contact | 213 | Contract Review | 146 |
| Legal Documentation | 590 | Intellectual Property | 206 | Administrative Functions | 143 |
| Administrative Support | 453 | Project Management | 206 | Subpoena Preparation | 142 |
| Scheduling | 431 | Proofreading | 203 | Legal Document Preparation | 135 |
| Legal Document Composition | 402 | Customer Billing | 202 | Contract Management | 130 |
| Professional Services Marketing | 386 | Spreadsheets | 202 | Record Keeping | 130 |
| Legal Research | 354 | Due Diligence | 195 | Mailing | 128 |
| Legal Support | 340 | Trial Preparation | 190 | Appointment Setting | 127 |
| Mergers and Acquisitions | 330 | Data Entry | 174 | Securities | 126 |
| Case Management | 285 | Adobe Acrobat | 161 | E-Discovery | 124 |
| Customer Service | 251 | Contract Preparation | 158 | Expense Reports | 123 |
| Filing | 246 | Copying | 155 | Contract Drafting | 110 |
| Travel Arrangements | 220 | Document Management | 154 | Corporate Governance | 108 |
| Customer Contact | 213 | Document Review | 154 | Legal Industry Knowledge | 103 |
| Intellectual Property | 206 | Secretarial Skills | 154 | LexisNexis | 103 |

*Source: Burning Glass*

**Table 10. Certifications for Paralegals and Legal Assistants in the Bay Region (Oct 2017 - Sept 2018)**

Note: 72% of records have been excluded because they do not include a certification. As a result, the chart below may not be representative of the full sample.

|  |  |  |  |
| --- | --- | --- | --- |
| Certification | Postings | Certification | Postings |
| Paralegal Certification | 792 | IT Infrastructure Library (ITIL) Certification | 2 |
| Driver's License | 42 | ITIL Certification | 2 |
| Legal Assistant | 15 | IT Infrastructure Library (ITIL) Certification | 2 |
| Security Clearance | 11 | ITIL Certification | 2 |
| Notary License | 9 | Real Estate Certification | 2 |
| Certified First Responder | 5 | Registered Cardiac Electrophysiology Specialist | 2 |
| Contractors License | 4 | Series 7 | 2 |
| Certified Occupational Health Nurse | 3 | Administrative Support Certification | 1 |
| Property and Casualty License | 3 | Bilingual Certification | 1 |
| American Power Conversion | 2 | Cdl Class C | 1 |
| Business License | 2 | Legal Secretary Certification | 1 |
| Certified in Integrated Resource Management (CIRM) | 2 | Project Management Certification | 1 |
| Civil Litigation Certificate | 2 | Typing Certification | 1 |

*Source: Burning Glass*

**Table 11. Education Requirements for Paralegals and Legal Assistants in Bay Region**

Note: 46% of records have been excluded because they do not include a degree level. As a result, the chart below may not be representative of the full sample.

|  |  |
| --- | --- |
| Education (minimum advertised) | Latest 12 Mos. Postings |
| High school or vocational training | 184 (11%) |
| Associate Degree | 102 (6%) |
| Bachelor’s Degree or Higher | 1,349 (83%) |

*Source: Burning Glass*

# Methodology

Occupations for this report were identified by use of skills listed in O\*Net descriptions and job descriptions in Burning Glass. Labor demand data is sourced from Economic Modeling Specialists International (EMSI) occupation data and Burning Glass job postings data. Educational supply and student outcomes data is retrieved from multiple sources, including CTE Launchboard and CCCCO Data Mart.

# Sources

O\*Net Online

Labor Insight/Jobs (Burning Glass)

Economic Modeling Specialists International (EMSI)

CTE LaunchBoard [www.calpassplus.org/Launchboard/](http://www.calpassplus.org/Launchboard/)

Statewide CTE Outcomes Survey

Employment Development Department Unemployment Insurance Dataset

Living Insight Center for Community Economic Development

Chancellor’s Office MIS system

# Contacts

For more information, please contact:

* Doreen O’Donovan, Data Research Analyst, for Bay Area Community College Consortium (BACCC) and Centers of Excellence (CoE), doreen@baccc.net or (831) 479-6481
* John Carrese, Director, San Francisco Bay Center of Excellence for Labor Market Research, jcarrese@ccsf.edu or (415) 267-6544