

**Program Endorsement Brief: 1402.00/Paralegal  
Paralegal Studies**

Los Angeles/Orange County Center of Excellence, April 2021

**Summary Analysis**

<b>Program Endorsement:</b>	<b>Endorsed: All Criteria Met</b> <input checked="" type="checkbox"/>	<b>Endorsed: Some Criteria Met</b> <input type="checkbox"/>	<b>Not Endorsed</b> <input type="checkbox"/>
<b>Program Endorsement Criteria</b>			
<b>Supply Gap:</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Living Wage: (Entry-Level, 25<sup>th</sup>)</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Education:</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Emerging Occupation(s)</b>			
Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	

The Los Angeles/Orange County Center of Excellence for Labor Market Research (COE) prepared this report to provide Los Angeles/Orange County regional labor market supply and demand data related to four middle-skill occupations: *paralegals and legal assistants (23-2011)*; *title examiners, abstractors, and searchers (23-2093)*; *court reporters and simultaneous captioners (27-3092)*; and *legal secretaries and administrative assistants (43-6012)*. Middle-skill occupations typically require some postsecondary education, but less than a bachelor’s degree.<sup>1</sup> This report is intended to help determine whether there is demand in the local labor market that is not being met by the supply from community college programs that align with the relevant occupations.

Based on the available data, there appears to be a supply gap for these occupations in the region. In addition to the majority (61%) of annual openings for the occupations in this report typically requiring some type of community college training, all occupations have entry-level wages higher than the living wage in Los Angeles County. **Therefore, due to all of the criteria being met, the COE endorses this proposed program.** Detailed reasons include:

**Demand:**

- **Supply Gap Criteria** – Over the next five years, there is projected to be **3,596 jobs available annually** in the region due to new job growth and replacements, **which is more than the 733 awards conferred annually** by educational institutions in the region.
- **Living Wage Criteria** – In Los Angeles County, all four occupations have entry-level wages above the county’s living wage (\$15.04/hour).<sup>2</sup>

<sup>1</sup> The COE classifies middle-skill jobs as the following:

- All occupations that require an educational requirement of some college, associate degree or apprenticeship;
- All occupations that require a bachelor’s degree, but also have more than one-third of their existing labor force with an educational attainment of some college or associate degree; or
- All occupations that require a high school diploma or equivalent or no formal education, but also require short- to long-term on-the-job training where multiple community colleges have existing programs.

<sup>2</sup> Living wage data was pulled from California Family Needs Calculator on 4/6/2021. For more information, visit the California Family Needs Calculator website: <https://insightcced.org/2018-family-needs-calculator/>.

- **Educational Criteria** – Within the Los Angeles/Orange County region, approximately 61% of the annual job openings associated with paralegal-related occupations typically require some type of community college training.
  - National-level educational attainment data indicates **between 39% and 75% of workers in the field have completed some college or an associate degree.**

**Supply:**

- There are **20 community colleges** in the LA/OC region that issue awards related to the four paralegal occupations, conferring an average of **495 awards annually** between 2017 and 2020.
- Between 2014 and 2017, there was an average of **238 awards conferred annually** in related training programs by non-community college institutions.

**Occupational Demand**

Exhibit 1 shows the five-year occupational demand projections for the four occupations of interest. In Los Angeles/Orange County, the number of jobs related to these occupations is projected to increase by 2% through 2024. There will be nearly 3,600 job openings per year through 2024 due to job growth and replacements.

*This report includes employment projection data by Emsi, which uses EDD information. Emsi’s projections are modeled on recorded (historical) employment figures and incorporate several underlying assumptions, including the assumption that the economy, during the projection period, will be at approximately full employment. To the extent that a recession or labor shock, such as the economic effects of COVID-19, can cause long-term structural change, it may impact the projections. At this time, it is not possible to quantify the impact of COVID-19 on projections of industry and occupational employment. Therefore, the projections included in this report do not take the impacts of COVID-19 into account.*

**Exhibit 1: Occupational demand in Los Angeles and Orange Counties<sup>3</sup>**

<b>Geography</b>	<b>2019 Jobs</b>	<b>2024 Jobs</b>	<b>2019-2024 Change</b>	<b>2019-2024 % Change</b>	<b>Annual Openings</b>
Los Angeles	25,717	26,304	587	2%	2,743
Orange	8,175	8,251	76	1%	852
<b>Total</b>	<b>33,893</b>	<b>34,555</b>	<b>662</b>	<b>2%</b>	<b>3,596</b>

<sup>3</sup> Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

## Wages

The labor market endorsement in this report considers the entry-level hourly wages for these paralegal-related occupations in Los Angeles County, as they relate to the county's living wage. Orange County wages are included below in order to provide a complete analysis of the LA/OC region. Detailed wage information, by county, is included in Appendix A.

**Los Angeles County:** All four occupations studied in this report have entry-level wages above the living wage for one adult (\$15.04 in Los Angeles County). Typical entry-level hourly wages are in a range between \$18.62 and \$28.05. Court reporters and simultaneous captioners tend to earn higher wages relative to title examiners, abstractors, and searchers; legal secretaries and administrative assistants; and paralegals and legal assistants. Experienced workers can expect to earn wages between \$33.88 and \$48.70, which are higher than the living wage estimate.

**Orange County:** The majority (91%) of annual openings associated with paralegal-related occupations have entry-level wages **below** the living wage for one adult (\$17.36 in Orange County). Typical entry-level hourly wages are in a range between \$16.31 and \$27.96. Title examiners, abstractors, and searchers; and court reporters and simultaneous captioners have typical entry-level wages above the living wage, while paralegals and legal assistants; and legal secretaries and administrative assistants tend to have wages below the living wage for one adult in Orange County. Experienced workers can expect to earn wages between \$30.89 and \$49.10, which are higher than the living wage estimate.

## Job Postings

There were 4,143 online job postings related to four paralegal-related occupations listed in the past 12 months. The highest number of job postings were for legal assistant, paralegal, and litigation paralegal. The top skills were litigation, legal documentation, and administrative support. The top employers, by number of job postings, in the region were APC, Legal Network Incorporated, and APLC Incorporated.

*It is important to note that the job postings data included in this section reflects online job postings listed in the past 12 months and does not yet demonstrate the impact of COVID-19. While employers have generally posted fewer online job postings since the beginning of the pandemic, the long-term effects are currently unknown.*

## Educational Attainment

The Bureau of Labor Statistics (BLS) lists a high school diploma or equivalent as the typical entry-level education for *title examiners, abstractors, and searchers* (23-2093) and *legal secretaries and administrative assistants* (43-6012); a postsecondary nondegree award for *court reporters and simultaneous captioners* (27-3092); and an associate degree for *paralegals and legal assistants* (23-2011). Within the Los Angeles/Orange County region, approximately 61% of the annual job openings associated with paralegal-related occupations typically require some type of community college training. Furthermore, national-level educational attainment data indicates between 39% and 75% of workers in the field have completed some college or an associate degree. Of the 51% of job postings listing a minimum education requirement in Los Angeles/Orange County, 43% (913) requested high school or vocational training, 12% (247) requested an associate degree, and 45% (954) requested a bachelor's degree.

## Educational Supply

**Community College Supply**—Exhibit 2 shows the annual and three-year average number of awards conferred by community colleges in Legal Office Technology (0514.10); Court Reporting (0514.30); and Paralegal (1402.00). The college with the most completions in the region is Coastline. Over the past 12 months, there have been two other related program recommendation requests from regional community colleges.

**Exhibit 2: Regional community college awards (certificates and degrees), 2017-2020**

TOP Code	Program	College	2017-2018 Awards	2018-2019 Awards	2019-2020 Awards	3-Year Award Average
0514.10	Legal Office Technology	Cerritos	-	2	-	1
		East LA	3	-	-	1
		Glendale	1	-	-	0
		LA Pierce	4	-	-	1
		Long Beach	1	-	-	0
		Santa Monica	1	2	12	5
		West LA	8	2	5	5
		<b>LA Subtotal</b>	<b>18</b>	<b>6</b>	<b>17</b>	<b>14</b>
		Santa Ana	0	0	1	0
		<b>OC Subtotal</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Supply Subtotal/Average</b>			<b>18</b>	<b>6</b>	<b>18</b>	<b>14</b>
0514.30	Court Reporting	Cerritos	1	0	0	0
		<b>LA Subtotal</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		Cypress	5	8	8	7
		<b>OC Subtotal</b>	<b>5</b>	<b>8</b>	<b>8</b>	<b>7</b>
<b>Supply Subtotal/Average</b>			<b>6</b>	<b>8</b>	<b>8</b>	<b>7</b>
1402.00	Paralegal	Cerritos	58	58	60	59
		Compton	2	2	-	1
		East LA	-	-	41	14
		El Camino	34	39	31	35
		LA City	30	25	34	30
		LA Mission	35	35	24	31
		LA Southwest	-	1	-	-
		LA Trade	13	2	7	7
		Mt San Antonio	25	43	42	37
		Pasadena	61	69	49	60
		West LA	28	30	24	27
		<b>LA Subtotal</b>	<b>286</b>	<b>304</b>	<b>312</b>	<b>301</b>
		Coastline	75	58	60	64
		Fullerton	-	39	49	29
		Irvine Valley	16	16	32	21
		Santa Ana	39	62	72	58
<b>OC Subtotal</b>	<b>130</b>	<b>175</b>	<b>213</b>	<b>173</b>		
<b>Supply Subtotal/Average</b>			<b>416</b>	<b>479</b>	<b>525</b>	<b>473</b>

TOP Code	Program	College	2017-2018 Awards	2018-2019 Awards	2019-2020 Awards	3-Year Award Average
0514.10	Legal Office Technology	Cerritos	-	2	-	1
		East LA	3	-	-	1
		Glendale	1	-	-	0
		LA Pierce	4	-	-	1
		Long Beach	1	-	-	0
		Santa Monica	1	2	12	5
		West LA	8	2	5	5
		<b>LA Subtotal</b>	<b>18</b>	<b>6</b>	<b>17</b>	<b>14</b>
		Santa Ana	0	0	1	0
		<b>OC Subtotal</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Supply Total/Average</b>			<b>440</b>	<b>493</b>	<b>551</b>	<b>495</b>

**Non-Community College Supply**— It is important to consider the supply from non-community college institutions in the region that provide training programs for these occupations. Exhibit 3 shows the annual and three-year average number of awards conferred by related programs. Due to different data collection periods, the most recent three-year period of available data is from 2014 to 2017. Between 2014 and 2017, non-community college institutions in the region conferred an average of 238 awards annually in related training programs.

**Exhibit 3: Regional non-community college awards, 2014-2017**

CIP Code	Program	College	2014-2015 Awards	2015-2016 Awards	2016-2017 Awards	3-Year Award Average
22.0301	Legal Administrative Assistant/Secretary	South Coast College	9	2	1	4
22.0302	Legal Assistant/Paralegal	Abraham Lincoln University	-	1	-	0
		Downey Adult School	-	30	3	11
		Fremont College	60	49	41	50
		InterCoast Colleges-Anaheim	1	1	-	1
		North-West College-Pasadena	8	-	-	3
		Platt College-Los Angeles	8	8	5	7
		South Coast College	23	17	13	18
		University of La Verne	2	-	-	1
22.0303	Court Reporting/Court Reporter	Downey Adult School	139	109	141	130
		South Coast College	8	20	16	15
<b>Supply Total/Average</b>			<b>258</b>	<b>237</b>	<b>220</b>	<b>238</b>

Appendix A: Occupational demand and wage data by county

Exhibit 4. Los Angeles County

Occupation (SOC)	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Paralegals and Legal Assistants (23-2011)	13,474	14,644	1,169	9%	1,575	\$18.62	\$26.04	\$35.16
Title Examiners, Abstractors, and Searchers (23-2093)	1,631	1,598	(33)	(2%)	132	\$18.72	\$27.01	\$33.88
Court Reporters and Simultaneous Captioners (27-3092)	1,120	1,176	56	5%	103	\$28.05	\$40.88	\$48.70
Legal Secretaries and Administrative Assistants (43-6012)	9,492	8,886	(606)	(6%)	934	\$18.68	\$26.31	\$36.16
<b>Total</b>	<b>25,717</b>	<b>26,304</b>	<b>587</b>	<b>2%</b>	<b>2,743</b>			

Exhibit 5. Orange County

Occupation (SOC)	2019 Jobs	2024 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 <sup>th</sup> Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 <sup>th</sup> Percentile)
Paralegals and Legal Assistants (23-2011)	4,292	4,609	317	7%	489	\$16.35	\$22.87	\$30.89
Title Examiners, Abstractors, and Searchers (23-2093)	637	609	(28)	(4%)	49	\$18.55	\$26.25	\$32.60
Court Reporters and Simultaneous Captioners (27-3092)	329	345	17	5%	30	\$27.96	\$40.98	\$49.10
Legal Secretaries and Administrative Assistants (43-6012)	2,918	2,687	(230)	(8%)	284	\$16.31	\$22.97	\$31.57
<b>Total</b>	<b>8,175</b>	<b>8,251</b>	<b>76</b>	<b>1%</b>	<b>852</b>			

**Exhibit 6. Los Angeles and Orange Counties**

<b>Occupation (SOC)</b>	<b>2019 Jobs</b>	<b>2024 Jobs</b>	<b>5-Yr Change</b>	<b>5-Yr % Change</b>	<b>Annual Openings</b>	<b>Typical Entry-level Education</b>
Paralegals and Legal Assistants (23-2011)	17,766	19,253	1,487	8%	2,064	Associate degree
Title Examiners, Abstractors, and Searchers (23-2093)	2,269	2,207	(62)	(3%)	181	High school diploma
Court Reporters and Simultaneous Captioners (27-3092)	1,448	1,521	73	5%	133	Postsecondary nondegree award
Legal Secretaries and Administrative Assistants (43-6012)	12,410	11,573	(836)	(7%)	1,218	High school diploma
<b>Total</b>	<b>33,893</b>	<b>34,555</b>	<b>662</b>	<b>2%</b>	<b>3,596</b>	

**Appendix B: Sources**

- O\*NET Online
- Labor Insight/Jobs (Burning Glass)
- Economic Modeling Specialists, International (Emsi)
- Bureau of Labor Statistics (BLS)
- Employment Development Department, Labor Market Information Division, OES
- California Community Colleges Chancellor's Office Management Information Systems (MIS)
- California Family Needs Calculator, Insight Center for Community Economic Development
- Chancellor's Office Curriculum Inventory (COCI 2.0)

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