

what can I do with a degree in...

paralegal



OCCUPATIONAL TITLES

- Paralegal
- Law Clerk
- Title Examiner
- Abstractor
- Claim Adjuster
- Appraiser
- Examiner
- Investigator
- Occupational Health and Safety Specialist and Technician

EMPLOYMENT SETTINGS

- Law firms
- Corporate legal departments
- Litigation units
- Personal injury firms
- Corporate law firms
- Bankruptcy firms and courts
- Immigration centers
- Family law practices
- Real estate companies
- Community legal service organizations
- Finance and Insurance Firms

TYPICAL WORK ACTIVITIES

- Prepare materials for closings, hearings, trials and corporate meetings
- Draft contracts, mortgages, separation agreements, and trust documents
- Investigate facts of cases
- Organize and track legal files
- Prepare tax returns
- Plan estates
- Maintain financial office records

SKILLS & ABILITIES

- Investigate
- Prepare legal documents
- Analyze
- Organize
- Conduct research
- File reports
- Computer skills
- Collect Materials
- Interview clients

INTERNET SITES AND PROFESSIONAL ASSOCIATIONS

- Legal Occupations: www.acinet.org/acinet/library.htm?category=3.2.13
- FindLaw for Legal Occupations: <http://careers.findlaw.com/>
- *Indiana State Bar Association*: www.inbar.org
- *American Association for Paralegal Education National*: www.aafpe.org
- *National Association of Legal Assistants*: www.nala.org
- *Association of Legal Administrators*: www.alanet.org
- Bureau of Labor Statistics: <http://www.bls.gov/ooh/Legal/Paralegals-and-legal-assistants.htm>
- Monster: <http://jobs.monster.com/v-legal-q-paralegal-jobs.aspx>



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