



Explore a Career as a **PARALEGAL/LEGAL ASSISTANT**

What do Paralegals and Legal Assistants do?

Paralegals and legal assistants are an indispensable part of the legal system. They provide support to attorneys, law offices, government agencies, and corporations by researching legal precedent, performing investigative work on cases, and preparing legal documents. Paralegals and legal assistants help lawyers prepare for hearings, trials, and corporate meetings. They use technology and computer software for managing and organizing the increasing amount of documents and data collected during a case. In every area of law, paralegals form the clerical support structure the legal system has come to rely on.

Paralegals are in demand in Grundy County!

Grundy County employment of paralegals and legal assistants is expected to grow through the year 2020. The U.S. Bureau of Labor Statistics recognizes this career field as growing about as fast as average compared to others.

Training & Educational Opportunities

You will have plenty of opportunities for employment as a paralegal or legal assistant, but first you will need to complete specific training and earn a certificate or associate degree. Programs in paralegal studies usually offer paralegal training courses in legal research, legal writing and the legal applications of computers, along with courses in other academic subjects, such as corporate law and international law.

As a Paralegal or Legal Assistant you will:

- Analyze and summarize documents
- Contact and conference with clients
- Draft correspondence
- Draft pleadings, document responses and discoveries
- Fact check
- Perform legal research

Paralegals and Legal Assistants

Training Providers

The following certified training providers offer programs and certifications to train for a career as a paralegal or legal assistant:

- Joliet Junior College
- Kankakee Community College

Career scholarships may be available if you qualify.



Types of Employers

There are many different types of employers of paralegals and legal assistants in Grundy County including:

- Accounting and engineering firms
- Banks
- Corporate legal departments
- Insurance companies
- Law offices
- Legal clinics
- Manufacturing firms
- Title companies

Wages & Openings

Paralegal and Legal Assistant Employment Data for Grundy County

Average Starting Hourly Wage	\$16.49
Average Hourly Wage With Experience	\$37.98
Average Annual Job Openings Grundy County	~10
Average Annual Job Openings Chicago Metro	1,154

Opportunities

After earning your certificate or degree in paralegal studies, you will have many opportunities for advancement and specialization. Some opportunities include:

- Corporate Paralegal
- Family Law Paralegal
- Global Trademark Paralegal
- Litigation Project Assistant
- Supervisory Paralegal Specialist



Grundy Workforce Services
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