

# Paralegals and Legal Assistants

SOC: 23-2011 • Career Profile Report

## ■ Key Facts

\$61,010

Median Salary

376,200

Employment

+0.0%

Growth Rate

## ■ Requirements & Salary Range

Education: Associate's degree

## ■ Automation Risk Assessment

**Low Risk** - 28.0% probability of being automated in the next 10-20 years.

This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

## ■ Work-Life Balance

**6.7/10** - Good work-life balance

## ■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.4/10	Investigative	8.0/10
Artistic	5.8/10	Social	7.4/10
Enterprising	8.6/10	Conventional	7.2/10

## ■ Top Skills Required

Communication skills, Detail oriented, Interpersonal skills, Organizational skills, Research skills

### ✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

### ■ Challenges

- Burnout Risk
- Rapid Technological Change

## ■ What They Do

Paralegals and Legal Assistants typically perform the following tasks:

- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Prepare, edit, or review legal documents, including legislation, briefs, pleadings, appeals, wills, contracts, and real estate closing statements.
- Investigate facts and law of cases and search pertinent sources, such as public records and internet sources, to determine causes of action and to prepare cases.
- Prepare for trial by performing tasks such as organizing exhibits.
- Meet with clients and other professionals to discuss details of cases.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.
- File pleadings with court clerks.
- Direct and coordinate law office activity, including delivery of subpoenas.
- Call upon witnesses to testify at hearings.
- Arbitrate disputes between parties and assist in the real estate closing process, such as by reviewing title searches.
- Appraise and inventory real and personal property for estate planning.
- Keep and monitor legal volumes to ensure that the law library is up-to-date.
- Manage attorneys' calendars and schedule meetings.
- Request, review, and summarize relevant records for the cases.

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Source: <https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>