

In-Demand Position. High-Demand Profession. UNLV Legal Secretary Certificate Program

Legal secretaries are essential members of any legal team. They are often the client's first point of contact within a firm, so attorneys look for excellent customer service and interpersonal skills. Strong organizational skills will help legal secretaries perform administrative duties such as calendar control, file management, and basic bookkeeping.

In addition to thriving in these general duties, legal secretaries must also have a strong grasp of the legal field. Legal secretaries are frequently responsible for preparing and filing legal papers and helping with legal research. They must therefore have extensive knowledge of legal terminology and court processes.

Train for a Career as a Legal Secretary through UNLV

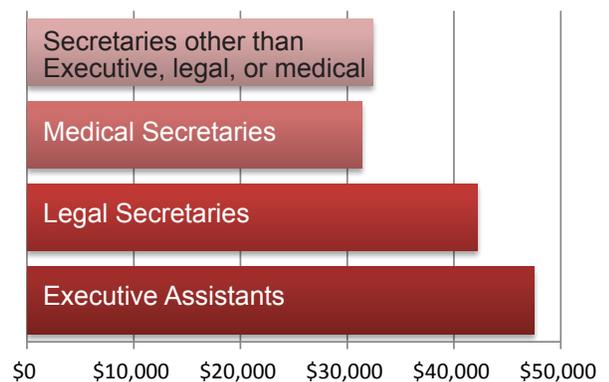
While some employers are willing to train staff on the job, many prefer more formal certification. UNLV's Legal Secretary Certificate combines classroom education with online study support. Classes meet one night per week for four months, with at least six hours online study per week recommended.

Topics of study include:

- Legal Terminology
- Court Structure
- Calendar Control
- Discovery Process
- Citation Form & Structure
- Legal Ethics
- Civil Litigation Procedure
- State-mandated Arbitration Program
- Criminal Process
- Legal Correspondence
- Commencement of Legal Research
- E-Filing



Specialized training translates into higher salaries for legal secretaries compared to administrative generalists. According to the Bureau of Labor Statistics, median annual wages for secretaries and administrative assistants in May 2012 were as follows:



“It is reasonable that everyone who asks justice should do justice.”
-Thomas Jefferson

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What is the difference between a Legal Secretary and a Paralegal?

Both paralegals and legal secretaries are essential to the functions of a law office; while some duties overlap, there are key differences in these careers with regards to responsibility, independence, and salary.

Legal secretaries are primarily tasked with administrative tasks. These may include routine correspondence, court filings, maintaining schedules, client invoicing, and office management. They work under the direction of either lawyers or paralegals.

Paralegals work directly under the supervision of lawyers. Responsibilities may include legal research, client interviews, drafting legal documents, and assisting in court. Paralegals work independently and generally have more experience and training within the field of law.

Both paralegals and legal secretaries must have strong interpersonal and organizational skills, good computer skills, and an interest in the law.



Find Out More at a Free Information Session

Attend an information session to hear from instructors about the structure, content, and requirements of UNLV’s Legal Secretary and Paralegal programs. Information sessions will help you decide which program may best suit your professional goals. Call 702-895-3394 for the most current information session schedule.

Contact Us

Reach UNLV Continuing Education by phone at **702-895-3394** or via email at **continuing.education@unlv.edu**.



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