The legal field needs dynamic, detail-oriented professionals. Are you ready to join their ranks? Gain key skills to be a productive member of a legal team as a paralegal.

**A career as a Paralegal**

Paralegals work alongside lawyers in private law firms, corporations, government agencies, real estate offices, or financial institutions. Employers expect paralegals to be both problem solvers and decision makers.

Paralegals complete legal research and compile relevant information to prepare lawyers for trials, hearings, or negotiations. Paralegals often interview clients and witnesses, providing written summaries of the outcomes to the attorney. Contracts, correspondence, subpoenas, and legal briefs are among the legal documents paralegals draft. Law firms and corporations increasingly look to paralegals to perform duties formerly completed by lawyers as a way to control escalating legal costs.

**Nevada Employment Outlook:**

Nationwide, employment for paralegals is projected to grow by 15 percent from 2016 to 2026. Demand will be especially strong for paralegals with formal training, experience, and strong computer and database management skills. Annual mean pay for Nevada paralegals was $54,670 in 2017.

[www.bls.gov/oes/current/oes232011.htm](http://www.bls.gov/oes/current/oes232011.htm)
Program Description
UNLV’s paralegal program is comprised of two concurrent semester-long courses, Practicum and the Law, with a total of 90 hours of classroom instruction.

In the Practicum course, you will learn the skills most in demand for a Nevada paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. Paralegal students will learn these skills and put them into practice through representation of two hypothetical clients: a plaintiff and a defendant.

In the Law course you will learn actual Nevada and Federal law, including statutory, administrative, and common law. You will also learn the rules that apply to litigation. The course will include the law of torts, contracts, criminal law and procedure, civil procedure, estate planning, probate, and family law.

UNLV Paralegal students master the curriculum material through directed reading, classroom participation, online web support and work, and research projects which utilize both LexisNexis, Westlaw, and the UNLV law library.

For more information visit ced.unlv.edu/paralegal

Prerequisites
The Paralegal Studies Certificate Program is intended for students prepared with the following:
• Strong communication skills including the ability to communicate verbally and in writing
• High attention to detail and accuracy
• Analytical and critical thinking skills required to create and draft persuasive arguments
• High school diploma or equivalent
• Access to a computer that can connect to the Internet and basic word-processing
• Basic word-processing and template manipulation skills
• Web search skills
• Web browser access for specialized online legal research
• Ability to dedicate large amounts of time to reading and studying course material

Contact Us
Questions about UNLV’s Paralegal Certificate program should be directed to Continuing Education at continuing.education@unlv.edu or 702-895-3394.

Related Courses:
Microsoft Office & Adobe Acrobat for Legal Professionals
Paralegals and other legal professionals must possess highly-specialized computer experience in document control, collective editing, and sophisticated formatting. Supplement your paralegal training with this course covering advanced features of Microsoft Word, Adobe Acrobat, and Microsoft Excel used daily by paralegals, legal assistants, and other law office staff. Course details at ced.unlv.edu/paralegal.

Information Sessions
Attend a free information session to meet the instructors and learn about class format, curriculum, online support, financial assistance, and employment outlook. For upcoming information session dates and times, visit ced.unlv.edu/paralegal or call 702-895-3394.

DUTIES OF A PARALEGAL
- Investigate Facts
- Write Reports
- Research Laws & Regulations
- Organize Documents & Schedules
- Coordinate Legal Team
- Interview Clients & Witnesses
- Courtroom Preparation
- Draft Legal Documents

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