



LEGAL ADMINISTRATIVE ASSISTANTS

NOC 13111

Perform a variety of clerical duties in law offices, corporate legal departments, courts and government.



NB QUICK FACTS

3-YEAR OUTLOOK



Good

3-YEAR JOB OPENINGS

64

MEDIAN HOURLY WAGE

\$23.00

\$18.00 \$32.05
LOW HIGH

TYPICALLY REQUIRED



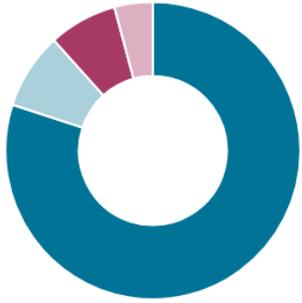
College or apprenticeship

EMPLOYED

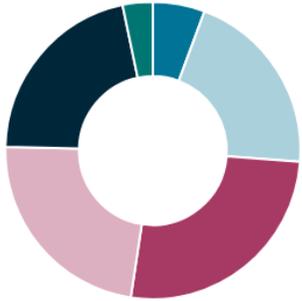
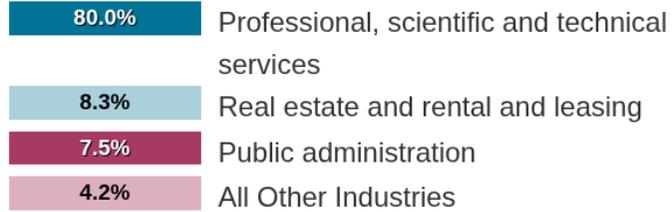
733

AVERAGE SALARY

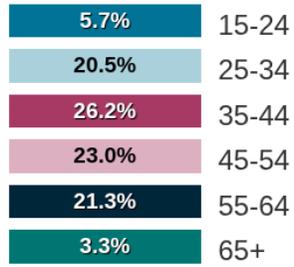
\$45,800



EMPLOYMENT BY INDUSTRY



EMPLOYMENT BY AGE



ALSO KNOWN AS

- Administrative Assistant - Legal
- Legal Assistant - Criminal Law
- Corporate Law Legal Assistant
- Legal Secretary
- Legal Assistant
- Litigation Legal Assistant

MAIN DUTIES:

- This group performs some or all of the following duties:
- Prepare and key in correspondence and legal documents, such as deeds, wills, affidavits and briefs, from handwritten copy, shorthand and machine dictation using computers
 - Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage
 - Schedule appointments, meetings and conferences for employer
 - Set up and maintain filing systems, utilizing knowledge of legal records and procedures and frequently controlling confidential materials and documents.

