

LEGAL ADMINISTRATIVE ASSISTANTS

NOC 13111

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



3-YEAR OUTLOOK



Good

3-YEAR JOB OPENINGS

64

MEDIAN HOURLY WAGE

$23.00

$18.00 LOW

$32.05 HIGH

TYPICALLY REQUIRED



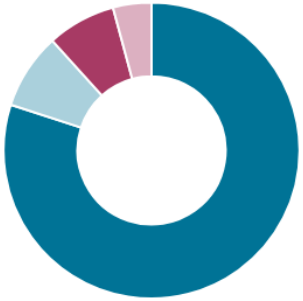
College or apprenticeship

EMPLOYED

733

AVERAGE SALARY

$45,800



EMPLOYMENT BY INDUSTRY

80.0%	Professional, scientific and technical services
8.3%	Real estate and rental and leasing
7.5%	Public administration
4.2%	All Other Industries



EMPLOYMENT BY AGE

5.7%	15-24
20.5%	25-34
26.2%	35-44
23.0%	45-54
21.3%	55-64
3.3%	65+

ALSO KNOWN AS

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

