

LEGAL ADMINISTRATIVE ASSISTANTS (NOC: 1242)



Completion of a one- or two-year **college** or other program for secretaries or legal secretaries is usually required.

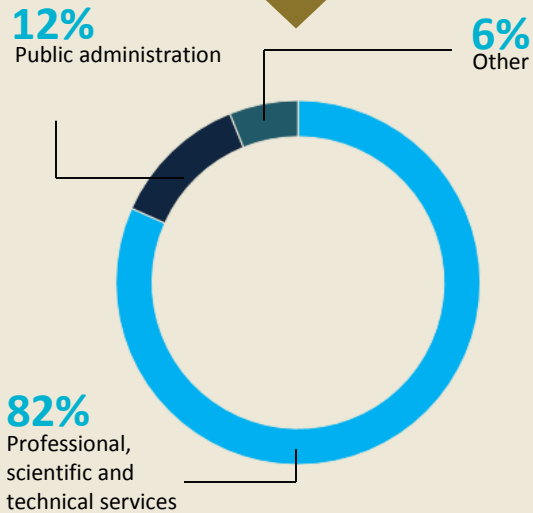


Work Prospects
(2018 - 2020): **Fair**

Legal administrative assistants perform a variety of secretarial and administrative duties in law offices, legal departments of large firms, real estate companies, land title offices, municipal, provincial and federal courts and government.



Employment by Industry



Examples of duties performed

- 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.



Sample Job Titles

Legal secretary
Litigation secretary
Real estate secretary

159

Job Openings
2017-2026

\$18.95

Median
Wage
(Per Hour)



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.

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