



LEGAL ASSISTANT

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Dean of Instruction, Career Education & Categorical
Programs (951) 639-5352

Degree(s)

Transfer:

None

Non-Transfer:

A.S. in Legal Assistant^{666-ASLEG}
(with General Education Requirements Option A)

Certificate(s)

Certificate in Legal Assistant^{2214-CLEG}

Employment Concentration Certificate(s)

None

PLEASE NOTE: The Legal Assistant program is expected to be reinstated in Fall 2020. Courses currently offered under this program can be found in the course description section of the catalog.

PROGRAM DESCRIPTION

The non-transfer Certificate/Associate in Science (A.S.) degree program in Legal Assistant studies is designed to prepare students for a paraprofessional career in generalized or specialized areas of paralegal services. This program provides the student with the theoretical knowledge and practical skills necessary to enter the job market as a legal assistant in private law offices, government agencies or corporations. A legal assistant works under the direction of an attorney in performing legal services to meet the client's needs. The Associate in Science degree provides students with the educational foundation helpful for transfer to a baccalaureate pre-law program or related field of study.

Although most employers do not require certification, earning a voluntary certification from a professional society may offer advantages in the labor market. The National Association of Legal Assistants (NALA), for example, has established standards for certification requiring a combination of education and experience. Paralegals who meet those standards are eligible to take a two-day examination given by NALA. Those who pass the exam will earn a Paralegal Certification.

CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: www.onetonline.org)

Non-Transfer Degree

Paralegal, Legal Assistant

Certificate

Paralegal, Legal Assistant