



# PARALEGAL STUDIES

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**Certificate of Science Degree**

Certificate of Achievement

**30 Units**

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The Paralegal Studies Program prepares students to become paralegals with responsibility for assisting attorneys in preparation of cases for trial or arbitration, researching existing laws, and performing a moderate degree of investigation. Students completing the program will demonstrate an understanding and knowledge of California statutes, rules of court and local rules of court.

JOB TITLES	AVERAGE SALARY	PROJECTED JOBS	PROJECTED GROWTH
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**Legal Assistant/Paralegal**

**\$22.59 /hr.-\$46,990**

**277,000**

**+17%**

Assist lawyers by investigating facts, preparing legal documents or researching legal precedent. Conduct research to support a legal proceeding to formulate a defense or to initiate legal action. Will prepare legal papers and correspondence such as summonses, complaints, motions, and subpoenas. Complete various forms such as accident reports, trial and courtroom requests, and applications for clients. Prepare and distribute invoices to bill clients or pay account expenses.

**Court Clerk**

**\$17.72/hr.-\$36,850**

**127,170**

**+1%**

Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests or collect fees.

**Record Clerks**

**\$14.74/hr.-\$30,650**

**1,567,100**

**+2%**

Record clerks are responsible for organizing, maintaining and tracking client and case files in a law firm. Many record clerks help prepare material for storage and retrieval. Record clerks also check to ensure that potential clients do not cause conflicts of interest for the firm. Court clerks also receive, file, and forward documents to the appropriate parties involved in a case.

