



## LEGAL SECRETARY - ONLINE

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### ONLINE LEGAL SECRETARY TRAINING

*LEGAL SECRETARIES PLAY AN ESSENTIAL ROLE IN KEEPING A LAW FIRM RUNNING SMOOTHLY. IF YOU WANT TO JOIN THE LEGAL FIELD, THIS 100% ONLINE COURSE WILL TRAIN YOU FOR A CAREER AS A LEGAL SECRETARY.*

*KEY TOPICS INCLUDE LEGAL TERMINOLOGY, BUSINESS COMMUNICATION AND PROJECT MANAGEMENT.*

### JOB OUTLOOK FOR LEGAL SECRETARY PROFESSIONALS

*ACCORDING TO THE US BUREAU OF LABOR STATISTICS (BLS), JOBS FOR LEGAL SECRETARIES, LEGAL ASSISTANTS AND PARALEGALS WILL GROW BY 10% THROUGH 2026, WHICH IS FASTER THAN MOST OTHER POSITIONS.*

*THE BLS STATES THAT THE AVERAGE ANNUAL SALARY FOR LEGAL SECRETARIES IS OVER \$48,000. HOWEVER, SALARY CAN INCREASE DEPENDING ON YOUR LAW SPECIALTY AND YOUR EXPERIENCE LEVEL.*

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**ALL COURSES HELD  
ONLINE**

**FOR INFORMATION VISIT:**

[lcc.edu/jtc/career-training](http://lcc.edu/jtc/career-training)

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information.



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### COURSE OBJECTIVES

- *MANAGE THE FRONT END OF A LEGAL OFFICE*
- *ATTEND TO ACCOUNTING AND QUICKBOOKS DETAILS FOR ATTORNEYS*
- *USE LEGAL TERMINOLOGY EFFECTIVELY*
- *COMPLETE BASIC LEGAL WRITING TASKS*
- *MANAGE PROJECTS IN LEGAL OFFICES*
- *COMMUNICATE PERSUASIVELY AND EFFECTIVELY*

### CURRICULUM

1. *COURSE INTRODUCTION*
2. *LAW OFFICE MANAGEMENT*
3. *LEGAL TERMINOLOGY*
4. *INTRODUCTION TO THE LEGAL SYSTEM*
5. *LEGAL WRITING*
6. *INTRODUCTION TO ACCOUNTING*
7. *INTRODUCTION TO EXCEL*
8. *INTRODUCTION TO QUICKBOOKS*
9. *PERSUASIVE COMMUNICATION*
10. *PROJECT MANAGEMENT*



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# COURSE FREQUENTLY ASKED QUESTIONS

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## ***WHAT DOES A LEGAL SECRETARY DO?***

***LEGAL SECRETARIES HANDLE BOTH ADMINISTRATIVE TASKS AND TASKS SPECIFIC TO THE LEGAL FIELD. TYPICAL DUTIES FOR A LEGAL SECRETARY MAY INCLUDE COMMUNICATING BETWEEN ATTORNEYS AND CLIENTS, FILING CASE DOCUMENTS, OVERSEEING BILLING, PROCESSING NEW CASE ASSIGNMENTS AND MORE.***

## ***WHAT IS THE DIFFERENCE BETWEEN A LEGAL SECRETARY AND A PARALEGAL?***

***PARALEGALS ARE RESPONSIBLE FOR PERFORMING MANY OF THE TASKS AN ATTORNEY WOULD DO OTHERWISE, SUCH AS CONDUCTING LEGAL RESEARCH OR PREPARING A CASE FILE. LEGAL SECRETARIES PLAY A MORE ADMINISTRATIVE ROLE WITHIN THE LAW FIRM, TYPICALLY OVERSEEING DAILY OFFICE PROCEDURES.***

## ***CAN LEGAL SECRETARIES WORK IN ANY STATE?***

***YES. LEGAL SECRETARIES CAN WORK IN ANY STATE BECAUSE UNLIKE ATTORNEYS, THEY ARE NOT BOUND TO A SPECIFIC STATE LICENSING BOARD. IN OTHER WORDS, A LEGAL SECRETARY TRAINING IS VALUABLE NATIONWIDE.***

## ***ARE THERE ANY PREREQUISITES OR REQUIREMENTS?***

***THERE ARE NO PREREQUISITES TO TAKE THIS COURSE.***

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