



PARALEGAL/ LEGAL ASSISTANT (AS)**

CAREER INFORMATION:

A.S. Degrees in Paralegal Studies ensure thorough preparation for a paralegal career by including courses in Legal Research, Writing, Civil Procedure, Law Office Procedures, Automated Law Office Procedures, Torts, Contracts, Property, Family Law, Bankruptcy and other areas.

Typically perform the following:

- Investigate and gather the facts of a case including interviews clients and witnesses
- Conduct research on relevant laws, regulations, and legal articles
- Organize and maintain documents in paper or electronic filing systems
- Gather and arrange evidence and other legal documents for attorney review and case preparation
- Write or summarize reports to help lawyers prepare for trials
- Help lawyers during trials by handling exhibits, taking notes or reviewing trial transcripts



Salary: \$52,920 per year*

EDUCATIONAL PATHWAY***

- The Mt. SAC Paralegal Program is a leader in providing practical and comprehensive courses
- Approved by the Standing Committee on Paralegals of the American Bar Association (ABA) and meets the high standards established by that body
- [Paralegal/Legal Assistant Program website](#)
- [Paralegal/Legal Assistant course-recommendation map](#)

LAWYER/ATTORNEY



Salary: \$126,930 per year*

CAREER INFORMATION:

Typically perform the following:

- Advise and represent clients in courts, before government agencies, and in private legal matters
- Communicate with their clients, colleagues, judges, and others involved in the case
- Conduct research and analysis of legal problems
- Interpret laws, rulings, and regulations for individuals and businesses
- Present facts in writing and verbally to their clients or others, and argue on behalf of their clients in a courtroom
- Prepare and file legal documents, such as lawsuits, appeals, wills, contracts, and deeds

EDUCATIONAL PATHWAY

A BACHELOR'S DEGREE, LAW SCHOOL & STATE BAR EXAM

- Major options: Philosophy, Political Science, History, English, Communication, etc.
- Transfer preparation to a UC or CSU information is found on [assist.org](#). and [general education options for CSU & IGETC](#)

MT. SAC RESOURCES

****Disclaimer:**

Paralegals/Legal Assistants must comply with the legal restrictions on the practice of law by nonlawyers. This includes restrictions prohibiting paralegals from working directly with members of the general public; all work must be performed under the direction and supervision of licensed California attorneys. Obtaining a paralegal degree from Mt. SAC does not entitle anyone to practice law or to hold themselves out to members of the public as being able to do so. See California Business and Professions Code section 6450, et seq., for further details.

*****Educational Pathway:**

“Paralegal” means a person who holds himself or herself out to be a paralegal, who is qualified by education, training, or work experience, who either contracts with or is employed by an attorney, law firm, corporation, governmental agency, or other entity, and who performs substantial legal work under the direction and supervision of an active member of the State Bar of California, as defined in Section 6060, or an attorney practicing law in the federal courts of this state, that has been specifically delegated by the attorney to him or her. Tasks performed by a paralegal include, but are not limited to, case planning, development, and management; legal research; interviewing clients; fact gathering and retrieving information; drafting and analyzing legal documents; collecting, compiling, and utilizing technical information to make an independent decision and recommendation to the supervising attorney; and representing clients before a state or federal administrative agency if that representation is permitted by statute, court rule, or administrative rule or regulation. (a) California Business & Professions Code §6450.

Counseling Services: Provides a range of services that include career, academic, and personal counseling, educational planning, and transfer preparation information. Check out recommended **suggested course sequence maps** for degrees, certificates, and transfer to Cal Poly Pomona.

Mt. SAC Library: Provides a range of resources to prepare students pursuing careers in education, and support students in all areas of study. The library has exam career exploration resources, film and article databases in law, and more!

Transfer Center: Helps students prepare to transfer through workshops, activities, events, and advising.

Financial Aid: Helps students who might not otherwise be able to attend college. Although the primary responsibility for meeting college costs rests with the student and his/her family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Financial Aid provides assistance for students with documented financial needs.