

Legal Secretary

What is it?

A legal secretary is a professional who provides administrative support and assistance to attorneys, law firms, or legal departments within organizations.

Qualifications/Experience Required:

A minimum of 5 GCSEs grade 5 including Maths and English.

A degree in secretarial studies, law, business.

You can take City & Guilds Level 2 and 3 in Business Administration, IT skills and knowledge of office procedures are also required. More specific legal secretarial courses are also available.

What the Work Involves:

Legal secretaries deal with day-to-day tasks of the law firm. You will be providing administrative support and carry out tasks such as arranging meetings and updating filing systems. You will also assist lawyers, legal executives and paralegals with specialist tasks. You will be responsible for producing legal documents.

Future Prospects – Labour Market Information:

With further experience you could become a senior secretary or legal executive.

Weekly Pay £540	Annual Pay £28,080
Hours/Week 38h	Hourly Pay £14

Workforce Change (projected)

Contraction -24.8%	Replacement 118.7%
------------------------------	------------------------------

The workforce is projected to contract by -24.8% over the period to 2027, losing 7,800 jobs. In the same period, 118.7% of the workforce is projected to retire, creating 37,500 job openings.

Type of person who may be suited to this job:

You will need to be very organised, have fast typing skills and a good grasp of spelling, grammar, and punctuation. You will be required to work to tight deadlines and be friendly, polite and helpful at all times.

Money/Wage Guide:

A legal secretary in their first post may earn between £18,000 and £24,000 rising to up to £30,000 upwards with experience.

Related Opportunities:

- Bilingual Secretary
- Personal Assistant
- Receptionist

Further Information:

Chartered Institute of Legal Executives. www.cilex.org.uk
Institute of Legal Secretaries and Pas.

www.institutelegalsecretaries.com
National Association of Licensed Paralegals.

www.nationalparalegals.co.uk