

PARALEGAL – Skills and Qualifications

Areas of Legal Knowledge

Familiar with family, probate, income tax, corporate consumer, property, personal injury and bankruptcy law
Apply Contract, Property, Insurance Laws
Apply Copyright Laws
Apply Principles of Business Law
Conduct Estate Planning
Understand legal terminology

Investigation

Interview clients and witnesses
Build and maintain firm/client rapport
Knowledge of interpersonal communication techniques

Legal Research and Writing

Write clear, effective briefs, pleadings, petitions and correspondence
Edit and proofread copy; perform cite checks
Organize and simplify large amounts of information
Investigate and summarize facts
Conduct legal research online or in a traditional law library
Conduct records searches

Trial Preparation and Case Management

Format legal documents using word processing software, desktop publishing and image processing (name specific software packages)
Set up and maintain calendar and docketing
Utilize PowerPoint to create presentations; prepare charts, graphs and exhibits
Keep financial records of legal work

Transferable Skills

Oral Communication

(persuade, advocate, explain, listen)

Written Communication

(complex terminology, edit, write, compile, draft, edit, develop)

Client Service

(understand human dynamics and interactions)

Analytical and Logical Reasoning

(review, draw inferences/conclusions, connect the dots, problem solving, linear thinking)

Research

(investigating, understanding written content, checking facts, thoroughness)

Computer/Technology

(word processing, software, clerical technology, develop presentations)

Procedures and Compliance

(meet deadlines, follow/interpret policies, audit preparation)

Time Management

(determine priority, adapt to changing demands, multi-task, mental stamina, focus, work under deadline pressure)

Organization

(screen, prioritize, identify, catalogue, follow up, identify information and determine relevance)

Teamwork

(collaborate, coordinate, relationship development, liaison, flex/adapt, supportive)