

## A.A.S. in Paralegal Studies

### Description of the Paralegal Program:

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The Public Interest Paralegal Program offers an A.A.S. degree in paralegal studies with an emphasis on training students for public service legal work. Students will be trained in the skills necessary to provide paralegal services in legal service and legal aid offices, community and religious organizations, social services agencies, the courts, unions, and other public service institutions.

For more information, see link below

[http://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Paralegal-Studies-AAS\\_1.pdf](http://www.hostos.cuny.edu/Hostos/media/Office-of-Academic-Affairs/Academic-Advisement/Paralegal-Studies-AAS_1.pdf)

### Skills:

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**Communication skills.** Paralegals must be able to document and present their research and related information to their supervising attorney.

**Computer skills.** Paralegals need to be familiar with using computers for legal research and litigation support. They also use computer programs for organizing and maintaining important documents.

**Interpersonal skills.** Paralegals spend most of their time working with clients and other

professionals and must be able to develop good relationships. They must make clients feel comfortable sharing personal information related to their cases.

**Organizational skills.** Paralegals may be responsible for many cases at one time. They must adapt quickly to changing deadlines.

**Research skills.** Paralegals need good research and investigative skills to conduct legal research.

### Sample Job Titles:

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Paralegals, Legal Assistants, Claims Adjuster, Examiners, Investigators, and Law Clerks.

### Employment Outlook:

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Employment of paralegals and legal assistants is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations.

<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-6>

### Career Path:

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The median annual wage for paralegals and legal assistants was \$49,500 in May 2016. Most paralegals and legal assistants have an associate's degree or a certificate in paralegal studies. In some cases, employers may hire college graduates with a bachelor's degree with no legal experience or specialized education and train them on the job.

<http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>

**Career Coach** – Search career information and current local wage data

<https://hostos-cuny.emsicc.com/careers/paralegal-and-legal-assistant>