



## Legal Administrative Assistant Program Description

### Industry Description

As a legal administrative assistant, you will work for lawyers in private law firms, governmental offices, legal departments of corporations, court houses, legal aid offices, or the offices of county attorneys or public defenders. The legal administrative assistant functions as an assistant to the lawyer or judge. Your duties may include preparing legal documents, billing and accounting, processing correspondence, transcribing, communicating with clients, utilizing a variety of software, and organizing and managing a busy legal practice.

### Careers

There is a critical need in the metropolitan area for legal support personnel. Because of Anoka Technical College's good reputation within the legal community, we regularly receive job listings directly from the law offices. Therefore, the job outlook for our graduates is outstanding. ATC offers a placement service to all students who request assistance. While we cannot guarantee job placement, a variety of assistance is available through instructors and the campus' job placement office.

### Wages/Outlook/Advancement

Wage information is available from the Minnesota Department of Education and the [Minnesota Department of Employment and Economic Development](#)

Experienced legal secretaries may advance to supervisory positions at larger law firms. They may also become paralegals or lawyers. Additional training is required to advance to these positions.

### Program Description

The Legal Administrative Assistant program consists of a core of general administrative courses, designed to develop basic skills, and additional credits of specialized legal courses. In addition to basic keyboarding, accounting, and English language skills, the legal administrative assistant student will receive training in computer operations and legal software, legal transcription and document preparation, and the Minnesota legal system and procedures.

Prospective students should have strong communication skills, including grammar and writing. They should have an interest in the law and an interest in computers and software. They should be personable and able to function in stressful situations and should be comfortable with the confidentiality and other ethical requirements of the legal profession.

**IMPORTANT ACCUPLACER Test Requirement:** ACCUPLACER testing in math, reading and writing. Any needed developmental courses must be completed before receiving a diploma or an A.A.S. award.

**Program Essentials****Length of Program**

Associate of Applied Science	71 credits
Diploma	54 credits

**Start Dates**

Fall Semester	August
Spring Semester	January
Summer Semester	May

**Program Contact**

Deborah Allen  
Phone (763) 576-4841  
E-mail [dallen@anokatech.edu](mailto:dallen@anokatech.edu)

Information on how to apply or to schedule a campus tour please contact the [Admissions Office](#),  
Phone (763) 576-4850, E-mail [info@anokatech.edu](mailto:info@anokatech.edu)



