

Name _____

Career Information Form

- **Go to www.gacollege411.org - Log on – if you don't have an account, create one. Research a career of your choice and include the following to build a newsletter. For differentiation, you are welcome to build a poster board or MS PowerPoint for your product if you choose.**

1. Write a brief description
2. Write down what experience is needed for this career
3. What education is necessary?
4. What training is necessary?
5. National Average Salary
6. Entry Level Per Year in Georgia
7. Average Salary Per Year in Georgia
8. Write down 5 tasks
9. Write down the Important Abilities
10. Write down at least 3 related careers
11. Write down at least 4 Institutions offering related majors

Go back to the Career Info. Link – Click on Resume Builder and begin building your resume

Legal Assistant /Paralegal

August 30, 2019

Salary Information

National Average: \$ 46, 990
Entry in Georgia: \$ 29, 420
Average in Georgia: \$ 49, 510



Training

Most firms prefer their paralegals to have worked in an office setting before and have some legal job training.



Education

Paralegals require at least an associate's degree. Firms prefer they have technological training and experiences in legal environments.

What does a paralegal do?

Paralegals are legal assistants who support lawyers in ways such as maintaining and organizing files, conducting legal research, and drafting documents.

Tasks

- Investigate cases
- Conduct research
- Organize and maintain documents
- Gather and arrange evidence
- Write reports

Important Abilities

- Communication skills
- Computer skills
- Interpersonal skills
- Organizational skills
- Research skills



Experience

Paralegals should have spent at least one year working in a firm. They should also have a technical understanding and perhaps an area of legal specialization.

INSTITUTIONS OFFERING THIS MAJOR

- ✓ [ATHENS TECHNICAL COLLEGE](#)
- ✓ [CLAYTON STATE UNIVERSITY](#)
- ✓ [GEORGIA PIEDMONT TECHNICAL COLLEGE](#)

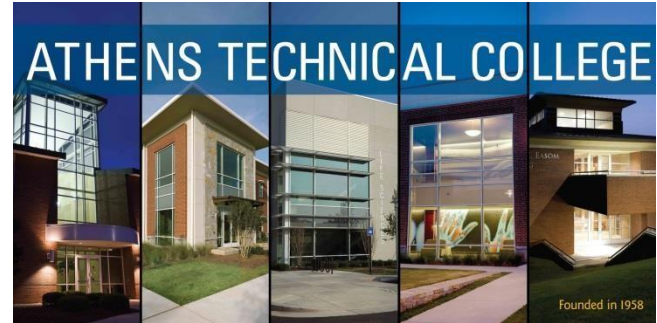


[Related Careers]

- Lawyer
- Claim adjuster
- Appraiser examiner

Athens Technical College

- Phone: 706-355-5000
- Website: www.athenstech.edu/
- Community technical college established in 1958
- Programs: business, health, technical, and manufacturing.
- Have 4137 students at campuses in Elberton, Greensboro, and Monroe.



Clayton State University

- Phone: 678-466-4000
- Website: www.clayton.edu/
- Public university established in 1969
- Programs: arts and sciences, business, health, info and math studies, and grad studies
- Have 7145 students and are considered the best amongst Southern American schools

Georgia Piedmont Technical College

- Phone: 404-297-9522
- Website: <https://www.gptc.edu/>
- Community technical college established in 1961
- Programs: Business info systems, health and education, and public safety and security
- Have 24,590 students in three different Georgian campuses

Herzing University Atlanta

- Phone: 404-816-4533
- Website: <https://www.herzing.edu/atlanta>
- Private university established in 1965
- Programs: business, technology, healthcare, design, and public safety
- Have 5802 students in 11 American campuses; there are four in Canada



Name Catherine Mulford

Career Newsletter Project

Directions: In Word, click on the Office Button and click New – choose a Newsletter Template or search for Newsletter wizard to create a newsletter summarizing your career choice. Delete any extra pages if necessary.

Information Needed and Point Value	Points Earned
In the left-hand corner, click on 2-3, Edit Menu – Delete Page – Both Pages (you will be creating a 2-page newsletter) <i>5 points</i>	5
The top part of the newspaper is the masthead/banner. Newsletter Name will be the name of the career you researched <i>10 points</i>	10
Your name should be the Subtitle <i>5 points</i>	5
Page 1 will have the following sections – you need a section header for each (Ex: Description): <ul style="list-style-type: none"> • Newsletter Date = Today’s Date <i>3 points</i> • Description Section <i>3 points</i> • Experience Section <i>3 points</i> • Education Section <i>3 points</i> • Training Necessary Section <i>3 points</i> • Georgia and National Salary Section (include entry level and average salary for Georgia) <i>6 points</i> • Tasks Section (list all that you listed) <i>3 points</i> • Important Abilities Section (list all that you listed) <i>3 points</i> • Three Related Careers Section (list all that you listed) <i>3 points</i> • Four Institutions Offering this Major <i>4 points</i> • At least 3 relevant images <i>6 points</i> 	40
Page 2 will have 4 sections and in each section you need to include the following: <ul style="list-style-type: none"> • Name of each Institution (<i>2 x 4 schools = 8 points</i>) • All information listed on your information sheet (7 points of information * 4 schools = <i>28 points</i>) • Picture of at least 2 of the schools <i>4 points</i> 	40
Total (100 point value)	100

Feedback:

You did a great job completing your newsletter! I liked your use of text boxes and graphics to organize your information. I like your idea of pursuing the Paralegal degree first before trying for your Law Degree to ensure this is your passion. Great information, great pictures, great design!