

MAKE A DIFFERENCE!

If you want a career where you can make a difference in protecting and serving your community, consider working in the legal department or the Office of the District Attorney/Chief Prosecutor for a city or county. There are many jobs to choose from, such as clerical, administrators, paralegals, researchers, victim advocates, prosecuting attorneys and attorneys specializing in many areas.

JOB DUTIES

As a member of the legal department, staff handles all lawsuits by and against the organization and represents the organization in administrative hearings. Attorneys provide legal advice and render legal opinions to elected officials or senior managers of the organization.

As a member of the Office of the District Attorney/Chief Prosecutor, staff works to protect the community by enforcing the law through pre-file diversion and through prosecuting criminals. Staff also provides victim assistance services and services to juveniles entering the criminal justice system.

HIRING OUTLOOK

According to the Bureau of Labor Statistics, the legal services industry is expected to add 88,700 jobs from 2012 to 2022.



Find your path in...

LEGAL SERVICES



SALARY

Most jobs in legal services offer excellent salary and benefits packages.

CAREER

SALARY RANGE

Records Clerk	\$28,162 to \$39,897
Legal Secretary/ Paralegal	\$31,169 to \$43,240
Court Clerk	\$30,568 to \$46,718
Senior Court Clerk	\$31,984 to \$56,934
Court Administrator	\$47,000 to \$114,720
Assistant Prosecuting Attorney	\$59,779 to \$95,487
Assistant City Attorney Prosecutor/ District Attorney	\$61,017 to \$123,203
City Attorney	\$95,499 to \$150,423
	\$101,406 to \$186,300

Source: Mid-America Regional Council 2016 Local Government Salary Survey

WHAT IT TAKES

For entry-level positions, candidates generally should possess:

- High school diploma or GED
- Computer skills - Word, Excel and Access
- For some positions, direct experience is required and additional certifications may be required

For attorney positions, candidates generally should possess:

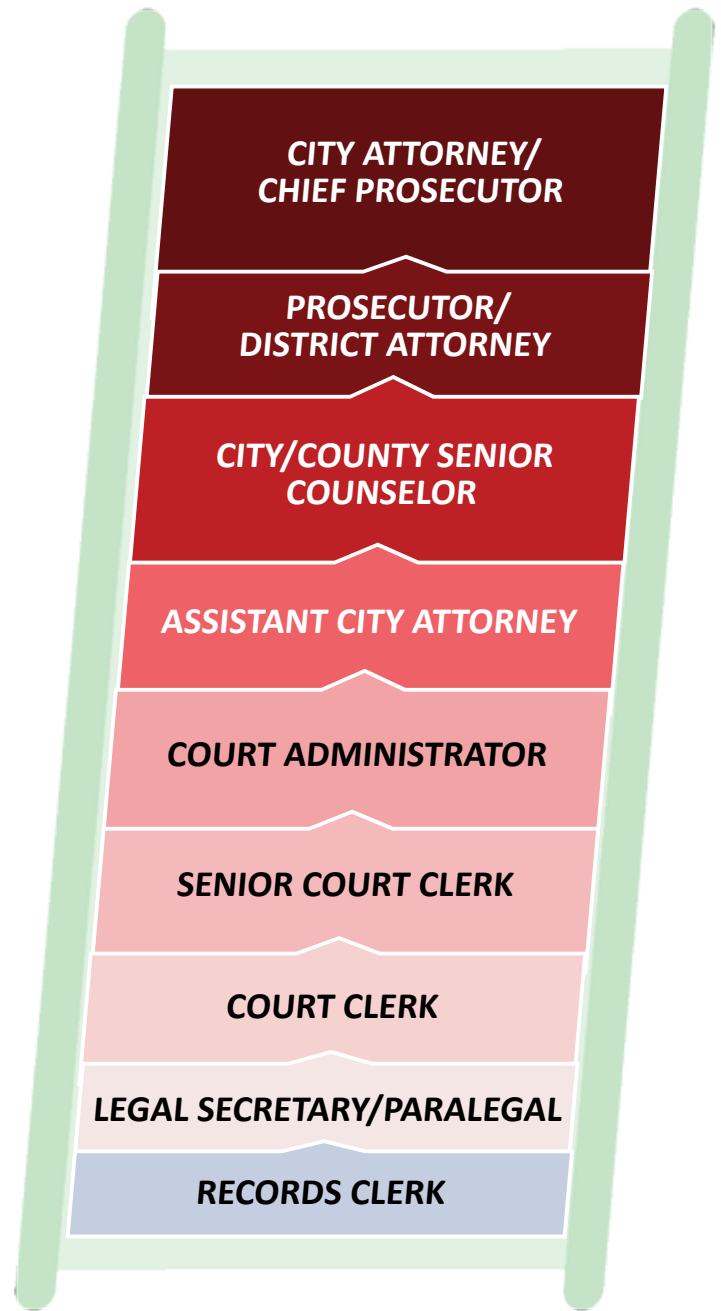
- Juris Doctor and an active license to practice law
- For more senior-level positions, direct experience in the practice of law is required

CAREER LADDER

The legal field offers a variety of entry-level positions and opportunities for advancement as an employee continues his or her education and gains work experience. Cities and counties often prefer to recruit local talent and promote from within.

Many types of specialized career fields are available, such as criminal prosecution, victim advocacy, tax appeals, public finance, contracts and purchasing, personnel, civil rights, civil litigation, and wastewater utilities.

The career ladder to the right shows the pathway, starting as records clerk moving up to city attorney/chief prosecutor.



10 TOP SKILLS

- Attention to detail
- Oral Communication Skills
- Critical Thinking
- Basic Mathematical and Accounting Skills
- Interpersonal Skills
- Analytical Skills
- Written Communication Skills
- Active Learning
- Ability to Maintain Confidentiality
- Ability to Influence Others



EDUCATION

Obtaining a high school diploma or GED. is the minimum education requirement for entry-level careers in a legal department. However, to promote to a paralegal or attorney, additional certifications and educational requirements exist. For attorneys, a Juris Doctor is required and experience in the field is preferred.