



CAREER PATH

# Human Services

CAREER CLUSTER

Law, Public Safety, Corrections & Security

CAREER PATHWAY

Legal Services



## PARALEGAL AND LEGAL ASSISTANT

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

### Knowledge and Skills Needed

In addition to courses required for high school graduation, essential skills and knowledge needed for a career as a paralegal or legal assistant are reinforced by taking rigorous and relevant courses, as well as participating in work-based experiences and student organization activities.

*(See the Sample Personal Plan of Study for suggested coursework, activities, and knowledge and skills to pursue in preparation of an occupation in this Career Cluster.)*

### Education Requirements

Occupation	Percent of Missouri employees aged 25 to 44 in the occupation whose highest level of educational attainment is:		
	High School or Less	Some College	Bachelor Degree or More
Paralegals and legal assistants	12.7%	42.7%	44.6%
Legal support workers	20.6%	40.0%	39.4%
Legal	11.5%	22.5%	66.0%

Most Common Educational Level: Associate degree

Note: Be sure to learn whether your occupation has a specific requirement for education or licensing. Apprenticeships are available for more than 240 occupations. Visit [www.oa.doleta.gov/bat.cfm](http://www.oa.doleta.gov/bat.cfm)

### National and State Wage Information

Location	Pay Period	2006		
		Entry*	Median	Experienced**
United States	Hourly	\$16.31	\$20.69	\$26.30
	Yearly	\$33,900	\$43,000	\$54,700
Missouri	Hourly	\$15.35	\$18.62	\$23.68
	Yearly	\$31,900	\$38,700	\$49,300

Based on (\*) lower 25% and (\*\*) upper 25% percentile of wages

### National and State Employment Trends

Paralegal and Legal Assistant	Employment		Percent Change	Job Openings*
	2006	2016		
United States	237,700	290,600	+ 22 %	8,410
Missouri	4,020	5,120	+ 27 %	140

\*The estimate for Job Openings includes both turnover that results from people who leave the occupation (e.g. quit, retire, death) and new jobs that are created.

### Educational Opportunities

*Note: This list may not be all inclusive. For more information about Missouri schools and programs, visit [www.dhe.mo.gov](http://www.dhe.mo.gov)*

#### Avila University

Kansas City, MO  
(816) 942-8400  
[www.avila.edu](http://www.avila.edu)

#### Drury University

Springfield, MO  
(417) 873-7879  
[www.drury.edu](http://www.drury.edu)

#### East Central College

Union, MO  
(636) 583-5193  
[www.eastcentral.edu](http://www.eastcentral.edu)

#### Everest College

Springfield, MO  
(417) 864-7220  
[www.everest-college.edu](http://www.everest-college.edu)

#### Hickey College

St. Louis, MO  
(314) 434-2212  
[www.hickeycollege.edu](http://www.hickeycollege.edu)

#### Maryville University of Saint Louis

Saint Louis, MO  
(800) 627-9855  
[www.maryville.edu](http://www.maryville.edu)

#### Metropolitan Community College

- Penn Valley  
Kansas City, MO  
(816) 759-4000  
[www.mcckc.edu](http://www.mcckc.edu)

(more-over)

**Missouri Western State University**  
Saint Joseph, MO  
(816) 271-4200  
[www.missouriwestern.edu](http://www.missouriwestern.edu)

**National American University**  
Kansas City, MO – (816) 412-5500  
Independence, MO - (816) 412-7700  
Zona Rosa, KC, MO - (816) 412-5500  
[www.national.edu](http://www.national.edu)

**Patricia Stevens College**  
Saint Louis, MO  
(314) 421-0949  
[www.patriciastevenscollege.edu](http://www.patriciastevenscollege.edu)

**Rockhurst University**  
Kansas City, MO  
(816) 501-4000  
[www.rockhurst.edu](http://www.rockhurst.edu)

**Saint Louis Community College  
- Florissant Valley**  
St. Louis, MO  
(314) 513-4200  
[www.stlcc.edu/fv](http://www.stlcc.edu/fv)

**Saint Louis Community College  
- Meramec**  
Kirkwood, MO  
(314) 984-7500  
[www.stlcc.edu](http://www.stlcc.edu)

**Sanford-Brown College**  
Saint Peters, MO  
(636) 696-2300  
[www.sbcstpeters.com](http://www.sbcstpeters.com)

**Sanford-Brown College**  
Fenton, MO  
(636) 651-1600  
[www.sanford-browncollege.com](http://www.sanford-browncollege.com)

**Sanford-Brown College**  
Hazelwood, MO  
(314) 687-2900  
[www.sanford-browncollege.com](http://www.sanford-browncollege.com)

**Vatterott College**  
Springfield, MO  
(417) 831-8116  
[www.vatterott-college.edu](http://www.vatterott-college.edu)

**Webster University**  
St. Louis, MO  
(314) 968-6900  
[www.websteruniv.edu](http://www.websteruniv.edu)

**William Woods University**  
Fulton, MO  
(573) 642-2251  
[www.williamwoods.edu](http://www.williamwoods.edu)



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[www.dese.mo.gov](http://www.dese.mo.gov)

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