Paralegal Associate Degree

Career Pathway: Law

Types of courses:
- Writing
- Legal
- Accounting
- Field placement

How to start:
Admissions: Open Admissions
- Proof of high school graduation or equivalent is required for admission to program.
- Students entering the paralegal field should apply to NSCC’s Paralegal associate degree program. The Paralegal credit certificate is a selective admissions program that requires a prior associate or bachelor’s degree.

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Project GRAD at North Shore Community College

Project GRAD is a part-time evening and weekend opportunity to prepare for careers in health and legal fields. It features achievement coaches, cohort classes, online learning, and tutoring. Project GRAD is funded with a grant from the U.S. Department of Education Fund for the Improvement of Postsecondary Education.

www.northshore.edu/grad/information.html

Always check for the most up-to-date course information & career data at www.northshore.edu/academics

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What is a Paralegal?

**Job Responsibilities**
Prepare legal documents including briefs, affidavits, pleadings, appeals, wills, and contracts. Organize and maintain documents. Prepare for trial. Meet with clients and other professionals to discuss details of case. File pleadings with court clerk. Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents. Call upon witnesses to testify at hearing. Investigate facts and law of cases and search sources to prepare cases.

**Related Job Titles**
Paralegal, Law Clerk, Legal Assistant, Legal Clerk, Real Estate Paralegal, Summer Law Associate, Legal Analyst, Paralegal Specialist, Certified Paralegal, Immigration Paralegal

What Makes This Job Hot?
In Massachusetts, this job is expected to grow 13% between 2008 and 2018.

Where can a Paralegal Degree take me?
Possible promotion or future career tracks:
- Paralegal with supervisory responsibilities
- Paralegal with managerial responsibilities
- Lawyer (requires bachelor’s degree, law degree)

Useful Links
www.careerinfonet.org
www.masscis.intocareers.org

Average hourly wages in Massachusetts

- Security Officer $12–15 hourly
- Police Patrol Officer $25–28 hourly
- Private Investigator $20–22 hourly
- Paralegal $23–25 hourly
- Legal Secretary $22–24 hourly
- Court Clerk $18–20 hourly


NSCC offers training for all these jobs!