

### Paralegal

**As a paralegal, you'll carry out certain legal tasks and services, such as undertaking legal research, preparing and negotiating legal documents and giving some legal advice.**

Although you will have received some form of training, you are not a qualified solicitor, barrister, chartered legal executive or licenced conveyancer. You can be employed as a paralegal in a number of settings including a firm of solicitors, a paralegal law firm, a set of chambers, in the private and public sector, within government or industry, or for not-for-profit organisations and charities.



#### **Skills:**

You'll need to have:

- excellent written and verbal communication skills
- the ability to manage multiple tasks or caseloads
- good attention to detail to be able to carefully analyse files and data
- legal research skills and the desire to develop your understanding of the law
- time management skills and the ability to work well under pressure and to tight deadlines
- office administrative skills for tasks such as filing, typing and letter writing
- good teamwork skills particularly when working with other departments to complete your tasks
- negotiation skills in order to negotiate with clients

#### **Qualifications:**

The paralegal profession is unregulated and this means there's no fixed entry requirements. However, competition for jobs is fierce and so you're more likely to be successful if you have either a related legal qualification or some paralegal work experience. There is a range of legal training courses available and you should try to match up your qualification to the area of law in which you'd like to work. Also research what your preferred employers look for. For example, solicitors' firms sometimes prefer to recruit law graduates and they get many applications from graduates with a law degree who see being a paralegal as a way to become a solicitor or barrister. However, many employers favour applicants who have completed a vocational course that taught the practicalities of legal work.

#### **Working hours:**

Working hours depend on the role and nature of work. Your official working hours may be between 9am and 5pm. However, you'll typically be expected to work longer hours during busy periods.

#### **Salary:**

- Within a solicitor's firm, salaries for junior paralegals at non-graduate entry level typically range from £14,000 to £22,000. If you have a degree and enter at a graduate level, your salary may range from around £18,000 to £25,000.
- A paralegal with some experience (typically around three to five years') can expect a salary in the region of £30,000 to £40,000.
- Within larger firms it's possible for an experienced paralegal to earn up to £55,000

<https://www.prospects.ac.uk/job-profiles/paralegal>

