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.

SALARY

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

<table>
<thead>
<tr>
<th>JOB</th>
<th>SALARY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Clerk</td>
<td>$28,162 to $39,897</td>
</tr>
<tr>
<td>Legal Secretary/Paralegal</td>
<td>$31,169 to $43,240</td>
</tr>
<tr>
<td>Court Clerk</td>
<td>$30,568 to $46,718</td>
</tr>
<tr>
<td>Senior Court Clerk</td>
<td>$31,984 to $56,934</td>
</tr>
<tr>
<td>Court Administrator</td>
<td>$47,000 to $114,720</td>
</tr>
<tr>
<td>Assistant Prosecuting Attorney</td>
<td>$59,779 to $95,487</td>
</tr>
<tr>
<td>Assistant City Attorney</td>
<td>$61,017 to $123,203</td>
</tr>
<tr>
<td>District Attorney</td>
<td>$95,499 to $150,423</td>
</tr>
<tr>
<td>City Attorney</td>
<td>$101,406 to $186,300</td>
</tr>
</tbody>
</table>

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

Find your path in...

LEGAL SERVICES
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.