

# EVCC CAREER PATHWAYS Legal Office Assistant

## Career Cluster:

### LEGAL OFFICE ASSISTANT

The Legal Office Assistant Certificate is offered through [EvCC's Business Technology program](#) and requires a completion of 84 credits. This includes the courses required for the Legal Office Support Certificate: Civil Litigation, Wills, Probate, Domestic Relations, and Bankruptcy and Corporate Law, and builds more advanced skills.

### EVCC ADMISSIONS OPTIONS

Students who have earned a high school diploma or GED or students over the age of 18 may apply to Everett Community College online. Alternative options are listed below. Remember,

Stay Close ~ Go Far with EvCC

[Admission Application](#)      [English as a Second Language](#)  
[Adult Basic Education](#)      [Youth Re-engagement](#)  
[College in the High School](#)      [Running Start](#)

### CONTACT PROGRAM ADVISORS

Contact the Business Technology Advisors:

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### LEGAL OFFICE ASSISTANT

#### Certificate

[Legal Office Assistant - 84 credits](#)

### ADVANCED EDUCATIONAL OPTIONS

After obtaining the Legal Office Assistant certificate, students may decide to continue in the Business Technology track with the Business Technology ATA Degree.

[Business Technology - ATA](#) (90 Credits)

### FOUR YEAR DEGREE OPTIONS

The Business Technology ATA is generally not designed for transfer to a baccalaureate institution.

However, Central Washington University offers a bachelor of Applied Science in Information Technology and Administrative Management (ITAM) on the EvCC campus that accepts the Associate in Technical Arts degree.

For more information go to [www.everettuc.org](http://www.everettuc.org)

### CAREER AND EMPLOYMENT OPTIONS

Legal Office Assistants prepare correspondence and legal papers such as summons, complaints, motions, responses, and subpoenas under the supervision of professional staff. In particular, they use transcription equipment and a computer to transcribe correspondence, pleadings, legal documents, and forms used in litigation. They also assist with filing, reception, and general office duties; they may also review legal journals and assist with legal research.

Legal Office Assistants are not paralegals and do not assist in actual case research and preparation or in legal proceedings.

[O\\*NET Online](#)

[CareerOneStop](#)

### CAREER AND EMPLOYMENT DATA - SNOHOMISH COUNTY

Washington State Employment Security Department (WSED) provides data and information about occupations and careers.

[WSED Snohomish County High Demand Occupations](#)

### CAREER AND EMPLOYMENT OPTIONS

Job titles include Secretary, Administrative Assistant, Office Clerk

[O\\*NET Online](#)

[CareerOneStop](#)

### CAREER AND EMPLOYMENT OPTIONS

Job titles may include Project Manager, Supervisor, Office Manager

[O\\*NET - IT Project Managers](#)

### U. S. DEPARTMENT OF EDUCATION AND GAINFUL EMPLOYMENT

For more information about EvCC graduation rates, the median debt of students who completed the program, and other important information, visit our website at [www.everettcc.edu/GainfulEmployment](http://www.everettcc.edu/GainfulEmployment)