

Legal Secretary

Legal secretaries provide administrative and secretarial support for lawyers or other staff within a legal firm.

The Work

You could be:

- preparing court forms and statements
- organising solicitors' diaries and making appointments
- preparing records of legal costs
- typing legal contracts, digital recordings (transcriptions), agreements and wills, using the correct wording and layout
- accompanying solicitors to court and police stations
- dealing with enquiries from clients via telephone, email and face to face
- reading and answering emails, opening mail or filing or proofreading documents
- organising meetings and taking minutes
- specialising in a particular area, such as criminal law, conveyancing (property transfer) or family law.

Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

Salaries for legal secretaries in Scotland tend to be in the range of around £19,000 to £25,000 a year. Legal secretaries in top firms can earn up to £30,000 or more. Salaries sometimes include additional benefits.

Conditions

- You would be based in an office.
- You would work at a desk using a computer.
- Your hours would normally be 9.00am-5.00pm, Monday to Friday.
- You may sometimes have to work under pressure to meet court deadlines.

Getting In

- A good general education is helpful. Many employers ask for some subjects at National 4 or 5 including English and Maths.
- Alternatively, you could take an NC or NQ (SCQF Levels 4-6), an SVQ, an HNC (SCQF Level 7), HND (SCQF Level 8) or a degree (SCQF Level 9-10) in administration or business before applying for a job.
- Some of these courses include legal specialisms.
- Entry requirements for an NC, NQ or SVQ vary from no formal qualifications to 4 subjects at National 5.

Entry requirements for HNC or HND courses are 1-2 Highers, and for degree courses, 4-5 Highers.

- You need fast and accurate typing skills. Shorthand may be an advantage.
- You need to become familiar with legal terms.

You could look for work with legal firms, patent agencies, local authorities, courts or with the police.

What Does It Take

You should be:

- confident
- accurate and attentive to detail
- good written and verbal communication skills
- able to talk to people from various backgrounds
- well organised and able to prioritise tasks
- able to understand and use legal terms
- able to work under pressure
- discreet, when dealing with confidential information.

Training

- Training is usually on the job, perhaps with part time study towards a relevant qualification.
- The Institute of Legal Secretaries offers various distance learning courses including the Legal Secretaries Diploma and single subject legal courses at Foundation Certificate and Advanced Diploma level.

Getting On

- With experience you could become an office manager or PA.
- You might train as a paralegal or legal executive.
- By taking higher qualifications, you might train to become a solicitor or lawyer.

Contacts

Institute of Legal Secretaries and PAs

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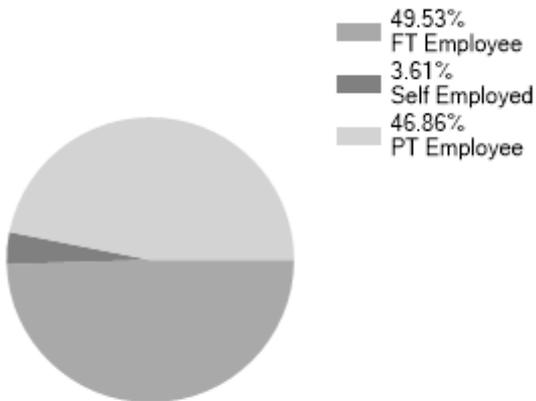
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Statistics

Employment Status UK %



Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment Statistics : Not available this career.