

Legal Assistant, Diploma

Legal assistants perform a variety of administrative duties in law offices, the legal departments of large organizations, courts, justice departments, real estate companies, insurance companies and Land Title offices. Legal Assistant duties include real estate transactions, preparing common forms of wills, estates, probate and collection work, as well as litigation, family, commercial and corporate work. A practicum placement in an office setting provides you with an opportunity to combine your newly developed skills and knowledge with on-the-job-training.

What you can be with your Legal Assistant Diploma:

Legal Assistant #1242	Administrative Assistant #1411	Judicial Clerk #4211.1	Paralegal #4211.1
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With additional education I could be:

Lawyer #4112	Land Titles Examiner #4211.1	Library Technician #5211.1	Accounting Technician #1231
Medical Office Assistant #1243	Arbitrator # 1121	Customs Broker #1236.1	Insurance Auditor #1233.1
Personal Property and Equipment Appraiser #1235.3	Purchasing Agent #1225	Land Surveyor #2154	Court Reporter #1244.1

Potential employers:

Law Firm	Government	Bank	Real Estate Company
Insurance Company	Land Title Office	Medical Office	Hospital
Library	Accounting Firm	Probation Office	Customs Agency
Oil and Gas Company	University	College	Court House

This career/job listing is only a sample of the possible career options; these are certainly not the only career/job options accessible with this degree/diploma. Some of the careers listed require further education.

For career information, enter the four digit number listed below in the Alberta Learning Information Services Website (www.alis.alberta.ca) or the National Occupational Classification Website (<http://www5.hrsdc.gc.ca/NOC/>).

RDC Career Services can help you explore your interests, identify your goals, discuss your career options and job search strategies and discover how to make the most of your education. Email or give us a call to connect with a career counsellor.

RDC Department Information: Legal Assistant Diploma rdc.ab.ca/programs/business

Major Skills Obtained from a Legal Assistant Diploma

- Recognize and analyze ethical issues
- Create messages, letters and documents with appropriate style and format, using correct grammar and spelling
- Use interpersonal communication skills to promote positive client relations, resolve conflict and promote a positive team working environment
- Complete processes, searches, documents, and letters related to a variety of real estate purchases and sales
- Demonstrate a basic understanding of the Canadian Legal System and Criminal Law
- Complete processes and documents for application for divorce, custody, access, support and matrimonial property pursuant to the various family law statutes
- Demonstrate technological competence and identify and utilize a variety of legal processes
- Create wills and powers of attorney, personal directives and applications for trusteeship and guardianship
- Gather, manage and organize information
- Complete math calculations common to a law office

Professional Associations and Sites of Interest

Alberta Association of Professional Paralegals: www.alberta-paralegal.com/
 Association of Collaborative Lawyers of Alberta: www.collaborativepractice.ca
 Canada Lawyer List: www.canadalawyerlist.com
 The Law Society of Alberta: www.lawsociety.ab.ca/
 Pro Bono Law Alberta: www.pbla.ca/individual/
 Alberta Courts: www.albertacourts.ab.ca/
 Brian A Adair: www.brianadair.ca/en/
 Braithwaite Boyle Accident Injury Law: www.accidentinjurylawyer.com/
 Central Alberta Community Legal Clinic: www.communitylegalclinic.net/
 Legal Aid Alberta: www.legalaid.ab.ca/about/programs/Pages/caloc.aspx
 Cenovus Energy: www.cenovus.com/
 Parkland Industries: www.fasgas.ca/
 Enerplus: www.enerplus.com/
 Government of Canada: www.canada.gc.ca/home.html
 Government of Alberta: www.alberta.ca
 City of Red Deer: www.reddeer.ca/default.htm
 Lime Green Realty: www.limegreenrealty.ca/

Century 21: www.century21.ca/
 Sutton Landmark Realty: www.suttonlandmarkrealty.com/
 Salomons Commercial: www.salomonscommercial.com/
 Foster Legal Services: www.fosterlegalservices.ca/
 Student Legal Services of Edmonton: www.slsedmonton.com/
 Johnston Ming Manning LLP <http://johnstonmingmanning.com/>
 Altalaw LLP <http://altalaw.ca/>
 Chapman Riebeek LLP <http://www.chapmanriebeek.com/>
 Warren Sinclair LLP <http://www.warrensclair.com/>
 Schnell Hardy Jones LLP <http://www.schnell-law.com/>
 JD Law <http://www.jdlaw.ca/>
 Red Deer Court House Crown Prosecutors Office
 Rowanoak Law Office LLP <http://www.rowanoaklaw.com/>

Information adapted from rdc.ab.ca and alis.gov.ab.ca.