

Program Endorsement Brief: 0514.10/Legal Office Technology
Law Office Administration Associate of Science
Legal Administrative Assistant Certificate
 Orange County Center of Excellence, March 2022

Summary Analysis

Program Endorsement:	Endorsed: All Criteria Met <input type="checkbox"/>	Endorsed: Some Criteria Met <input checked="" type="checkbox"/>	Not Endorsed <input type="checkbox"/>
Program Endorsement Criteria			
Supply Gap:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Living Wage: (Entry-Level, 25 th)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Education:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Emerging Occupation(s)			
	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

The Orange County Center of Excellence for Labor Market Research (COE) prepared this report to provide Los Angeles/Orange County regional labor market supply and demand data related to one middle-skill occupation: *legal secretaries and administrative assistants* (43-6012). Middle-skill occupations typically require some postsecondary education, but less than a bachelor’s degree.¹ This report is intended to help determine whether there is demand in the local labor market that is not being met by the supply from community college programs that align with the relevant occupations.

Based on the available data there appears to be a supply gap for *legal secretaries and administrative assistants* in the region. Furthermore, while this occupation typically requires a high school diploma or equivalent, more than half of workers in the field have completed some college or an associate degree as their highest level of education. However, while entry-level wages exceed the living wage Los Angeles County, they are lower than the living wage in Orange County. **Therefore, due to some of the criteria being met, the COE endorses this proposed program.** Detailed reasons include:

Demand:

- **Supply Gap Criteria** – Over the next five years, there is projected to be **1,329 jobs available annually** in the region due to retirements and workers leaving the field, **which is more than the 14 awards conferred annually** by educational institutions in the region.

¹ The COE classifies middle-skill jobs as the following:

- All occupations that require an educational requirement of some college, associate degree or apprenticeship;
- All occupations that require a bachelor’s degree, but also have more than one-third of their existing labor force with an educational attainment of some college or associate degree; or
- All occupations that require a high school diploma or equivalent or no formal education, but also require short- to long-term on-the-job training where multiple community colleges have existing programs.

- **Living Wage Criteria** – Within Orange County, **typical entry-level hourly wages** for *legal secretaries and administrative assistants* are **\$19.46, which is lower than the living wage** for one adult in the region (\$20.63 in Orange County).²
 - However, **median wages are higher than the living wage**, suggesting that workers could attain the living wage with additional work experience.
- **Educational Criteria** –The Bureau of Labor Statistics (BLS) lists **a high school diploma or equivalent** as the typical entry-level education for *legal secretaries and administrative assistants*.
 - However, the national-level educational attainment data indicates **52.4% of workers in the field have completed some college or an associate degree** as their highest level of education.

Supply:

- There are **eight community colleges** in the LA/OC region that issue awards related to *legal secretaries and administrative assistants*, conferring an average of **14 awards annually** between 2017 and 2020.
- Between 2016 and 2019, there were **no awards conferred** in related training programs by non-community college institutions in the region.

Occupational Demand

Exhibit 1 shows the five-year occupational demand projections for *legal secretaries and administrative assistants*. In Los Angeles/Orange County, the number of jobs related to these occupations is projected to decrease by 8% through 2025. There will be more than 1,300 job openings per year through 2025 due to job growth and replacements

Exhibit 1: Occupational demand in Los Angeles and Orange Counties³

Geography	2020 Jobs	2025 Jobs	2020-2025 Change	2020-2025 % Change	Annual Openings
Los Angeles	9,841	9,097	(744)	(8%)	1,016
Orange	3,021	2,797	(224)	(7%)	313
Total	12,862	11,894	(969)	(8%)	1,329

Wages

The labor market endorsement in this report considers the entry-level hourly wages for *legal secretaries and administrative assistants* in Orange County as they relate to the county’s living wage. Los Angeles County wages are included below in order to provide a complete analysis of the LA/OC region. Detailed wage information, by county, is included in Appendix A.

Orange County: The typical entry-level hourly wages for *legal secretaries and administrative assistants* are \$19.46, which is below the living wage for one adult (\$20.63 in Orange County).

² Living wage data was pulled from California Family Needs Calculator on 1/10/2022. For more information, visit the California Family Needs Calculator website: <https://insightcced.org/family-needs-calculator/>.

³ Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

Experienced workers can expect to earn wages of \$27.20, which is higher than the living wage estimate. Orange County’s average wages are below the average statewide wage of \$29.71 for this occupation.

Los Angeles County: The typical entry-level hourly wages for *legal secretaries and administrative assistants* are \$21.93, which is above the living wage for one adult (\$18.10 in Los Angeles County). Experienced workers can expect to earn wages of \$30.66, which is higher than the living wage estimate. Los Angeles County’s average wages are above the average statewide wage of \$29.71 for this occupation.

Job Postings

There were 1,807 online job postings related to *legal secretaries and administrative assistants* listed in the past 12 months. The highest number of job postings were for legal secretaries, litigation secretaries, legal receptionists, and litigation legal secretaries. The top skills were legal support, litigation, administrative support, legal documentation, and legal document composition. The top three employers, by number of job postings, in the region were Hire Options, Blank Rome LLP and Megeredchian Law.

Educational Attainment

The Bureau of Labor Statistics (BLS) lists a high school diploma or equivalent as the typical entry-level education for *legal secretaries and administrative assistants*. However, the national-level educational attainment data indicates 52.4% of workers in the field have completed some college or an associate degree as their highest level of education. Of the 35% of *legal secretaries and administrative assistants* job postings listing a minimum education requirement in Los Angeles/Orange County, 60.3% (381) requested high school or vocational training, 8.7% (55) requested an associate degree, and 30.5% (193) requested a bachelor’s degree.

Educational Supply

Community College Supply—Exhibit 2 shows the three-year average number of awards conferred by community colleges in the related TOP code: Legal Office Technology (0514.10). The colleges with the most completions in the region are: Santa Monica and West LA. Over the past 12 months, there was one other related program recommendation request from regional community colleges.

Exhibit 2: Regional community college awards (certificates and degrees), 2017-2020

TOP Code	Program	College	2017-2018 Awards	2018-2019 Awards	2019-2020 Awards	3-Year Award Average
0514.10	Legal Office Technology	Cerritos	-	2	-	1
		East LA	3	-	-	1
		Glendale	1	-	-	0
		LA Pierce	4	-	-	1
		Long Beach	1	-	-	0
		Santa Monica	1	2	12	5
		West LA	8	2	5	5

TOP Code	Program	College	2017-2018 Awards	2018-2019 Awards	2019-2020 Awards	3-Year Award Average
		LA Subtotal	18	6	17	14
		Santa Ana	-	-	1	0
		OC Subtotal	0	0	1	0
Supply Total/Average			18	6	18	14

Appendix A: Occupational demand and wage data by county

Exhibit 4. Orange County

Occupation (SOC)	2020 Jobs	2025 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Legal Secretaries and Administrative Assistants (43-6012)	3,021	2,797	(224)	(7%)	313	\$19.46	\$27.20	\$34.69

Exhibit 5. Los Angeles County

Occupation (SOC)	2020 Jobs	2025 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Legal Secretaries and Administrative Assistants (43-6012)	9,841	9,097	(744)	(8%)	1,016	\$21.93	\$30.66	\$39.10

Exhibit 6. Los Angeles and Orange Counties

Occupation (SOC)	2020 Jobs	2025 Jobs	5-Yr Change	5-Yr % Change	Annual Openings
Legal Secretaries and Administrative Assistants (43-6012)	12,862	11,894	(969)	(8%)	12,862

Appendix B: Sources

- O*NET Online
- Labor Insight/Jobs (Burning Glass)
- Economic Modeling Specialists, International (Emsi)
- Bureau of Labor Statistics (BLS)
- Employment Development Department, Labor Market Information Division, OES
- California Community Colleges Chancellor's Office Management Information Systems (MIS)
- California Family Needs Calculator, Insight Center for Community Economic Development
- Chancellor's Office Curriculum Inventory (COCI 2.0)

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