



## Legal Secretary (Legal Office Technology TOP 0514.10)

January 2022

Prepared by the South Central Coast Center of Excellence for  
Labor Market Research

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### Program Recommendation

This report was compiled by the South Central Coast<sup>1</sup> Center of Excellence to provide regional labor market data for the program recommendation – Legal Office Technology. This report can help determine whether demand in the local labor market is not being met by the supply from programs of study (CCC and non-CCC) that align with this occupation group.

### Key Findings

- In the South Central Coast region, **the number of jobs related to Legal Office Technology are expected to decrease** for Legal Secretaries and Administrative Assistants, **increase** for Paralegals and Legal Assistants, and **remain steady** for Legal Support Workers, All Other, Receptionists and Information Clerks, and Secretaries and Administrative Assistants, Except Legal, Medical and Executive.
- Legal Office Technology is anticipated to experience a **medium risk of automation** for Legal Secretaries and Administrative Assistants, and a **low risk of automation** for the other four occupations.
- In 2020 there were 3,150 regional completions in programs related to the occupations identified as aligned with Legal Office Technology and 2,388 openings, indicating an **oversupply**.
- Typical entry-level education is an **Associate's degree** for Paralegals and Legal Assistants and Legal Support Workers, All Other; and a **high school diploma or equivalent** for the other three related occupations.
- Completers of statewide Legal Office Technology programs from the 2018-2019 academic year had a **median annual wage upon completion of \$29,680. (Statewide data provided as no regional community college has a Legal Office Technology program)**
- 72% of students are **employed within a year** after completing a program. (statewide)
- 38% of students **attained a living wage** within a year of completion. (statewide)
- Completers experienced an average of **+5%** change in earnings after exiting. (statewide)
- 73% of students were **part-time**, 6% **skill builders**, 44% **first-generation**, and 83% **economically disadvantaged**. (statewide)

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<sup>1</sup> The South Central Coast Region consists of San Luis Obispo County, Santa Barbara County, Ventura County, and the following cities from North Los Angeles County: Canyon Country, Castaic, Lake Hughes, Lancaster, Littlerock, Llano, Newhall, Palmdale, Pearblossom, Santa Clarita, Stevenson Ranch, and Valencia.

## Occupation Codes and Descriptions

There are five occupations in the standard occupational classification (SOC) system that were identified as related to Legal Office Technology for this analysis. The occupation titles and descriptions, as well as reported job titles, are included in Exhibit 1.

**Exhibit 1 – Occupation, description, and sample job titles**

<b>SOC Code</b>	<b>Title</b>	<b>Description</b>	<b>Sample of Reported Job Titles</b>
23-2011	<b>Paralegals and Legal Assistants</b>	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.	Certified Paralegal, Corporate Law Assistant, Law Associate, Legal Analyst, Legal Assistant, Litigation Paralegal, Paralegal, Paralegal Assistant, Paralegal Specialist, Real Estate Paralegal
23-2099	<b>Legal Support Workers, All Other</b>	All legal support workers not listed separately.	--
43-4171	<b>Receptionists and Information Clerks</b>	Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.	Clerk Specialist, Front Desk Receptionist, Greeter, Member Service Representative, Office Assistant, Receptionist, Scheduler
43-6012	<b>Legal Secretaries and Administrative Assistants</b>	Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.	Confidential Secretary, Coordinating Legal Practice Assistant, Judicial Administrative Assistant, Legal Administrative Assistant, Legal Administrative Secretary, Legal Coordinator, Legal Office Support Assistant, Legal Secretary, Magistrate Assistant, Secretary
43-6014	<b>Secretaries and Administrative Assistants, Except Legal, Medical and Executive</b>	Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	Administrative Assistant (Admin Assistant), Administrative Clerk, Administrative Secretary, Administrative Specialist, Admin Support Assistant (ASA), Administrative Technician, Department Secretary, Office Assistant, Secretary, Staff Assistant

Source: O\*NET Online

## Current and Future Employment

In the South Central Coast region, the number of jobs related to Legal Office Technology are expected to decrease for Legal Secretaries and Administrative Assistants, increase for Paralegals and Legal Assistants, and remain steady for Legal Support Workers, All Other, Receptionists and Information Clerks, and Secretaries and Administrative Assistants, Except Legal, Medical and Executive.

**Exhibit 2 – Five-year projections for Legal Office Technology in the South Central Coast region**

SOC	Occupation	2020 Jobs	2025 Jobs	2020-2025 Change	2020-2025 % Change
23-2011	Paralegals and Legal Assistants	1,324	1,416	92	7%
23-2099	Legal Support Workers, All Other	414	413	-1	0%
43-4171	Receptionists and Information Clerks	5,167	5,311	144	3%
43-6012	Legal Secretaries and Administrative Assistants	885	811	-74	-8%
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical and Executive	12,413	12,092	-321	-3%

Source: Economic Modeling Specialists International (EMSI)

## Earnings

In the South Central Coast region, the average wage for the listed occupations is \$19.92 per hour. Exhibit 3 contains hourly wages and annual average earnings for these occupations. Entry-level hourly earnings are represented by the 25<sup>th</sup> percentile of wages, median hourly earnings are represented by the 50<sup>th</sup> percentile of wages, and experienced hourly earnings are represented by the 75<sup>th</sup> percentile of wages, demonstrating various levels of employment.

**Exhibit 3 – Earnings for Legal Office Technology in the South Central Coast region**

SOC	Occupation	Entry-Level Hourly Earnings	Median Hourly Earnings	Experienced Hourly Earnings
23-2011	Paralegals and Legal Assistants	\$20.15	\$27.60	\$34.76
23-2099	Legal Support Workers, All Other	\$21.20	\$26.33	\$32.19
43-4171	Receptionists and Information Clerks	\$14.52	\$17.11	\$19.96
43-6012	Legal Secretaries and Administrative Assistants	\$18.32	\$22.75	\$29.73
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical and Executive	\$16.93	\$20.81	\$25.67

Source: Economic Modeling Specialists International (EMSI)

## Employer Job Postings

In this research brief, real-time labor market information is used to provide a more nuanced view of the current job market, as it captures job advertisements for occupations relevant to the field of study. Employer job postings are consulted to understand who is looking within the field, and what they are looking for in potential candidates. To identify job postings related to Legal Office Technology the following standard occupational classifications were used:

23-2011	Paralegals and Legal Assistants
23-2099	Legal Support Workers, All Other
43-4171	Receptionists and Information Clerks
43-6012	Legal Secretaries and Administrative Assistants
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical and Executive

## Top Occupations

In 2019, there were 3,762 employer postings for the occupations related to Legal Office Technology.

**Exhibit 4 – Top occupations in job postings and risk of automation tables**

<b>SOC Code</b>	<b>Occupation</b>	<b>Job Postings, Full Year 2019</b>
43-6014	<b>Secretaries and Administrative Assistants, Except Legal, Medical and Executive</b>	2,577
43-4171	<b>Receptionists and Information Clerks</b>	864
23-2011	<b>Paralegals and Legal Assistants</b>	241
43-6012	<b>Legal Secretaries and Administrative Assistants</b>	55
23-2099	<b>Legal Support Workers, All Other</b>	25

Source: Labor Insight/Jobs (Burning Glass)

<b>SOC Code</b>	<b>Occupation</b>	<b>Risk of Automation</b>
43-6014	<b>Secretaries and Administrative Assistants, Except Legal, Medical and Executive</b>	Low
43-4171	<b>Receptionists and Information Clerks</b>	Low
23-2011	<b>Paralegals and Legal Assistants</b>	Low
43-6012	<b>Legal Secretaries and Administrative Assistants</b>	Medium
23-2099	<b>Legal Support Workers, All Other</b>	Low

Source: Labor Insight/Jobs (Burning Glass)

### **Top Titles**

The top job titles for employers posting ads for jobs related to Legal Office Technology are listed in Exhibit 5. Administrative Assistant is mentioned as the job title in 22% of all relevant job postings (845 postings).

**Exhibit 5 –Job Titles**

<b>Title</b>	<b>Job Postings, Full Year 2019</b>
Administrative Assistant	845
Receptionist	451
Front Desk Coordinator	94
Administrative Coordinator	89
Front Desk Receptionist	57

Source: Labor Insight/Jobs (Burning Glass)

### **Top Employers**

Exhibit 6 lists the major employers hiring professionals in the Legal Office Technology field. The top employer posting job ads was Anthem Blue Cross. The top worksite cities in the region for these occupations were Thousand Oaks, Santa Clarita, Santa Barbara, Westlake Village, and Oxnard.

**Exhibit 6 – Top Employers (n=2,374)**

<b>Employer</b>	<b>Job Postings, Full Year 2019</b>
Anthem Blue Cross	70
H&R Block	58
University of California	48
Antelope Valley Hospital	26
Community Health Centers of the Central Coast Inc	26

Source: Labor Insight/Jobs (Burning Glass)

## **Skills**

Administrative Support is the most sought-after skill for employers hiring for jobs related to Legal Office Technology.

**Exhibit 7 –Job Skills (n=3,487)**

<b>Skills</b>	<b>Job Postings, Full Year 2019</b>
Administrative Support	2,888
Scheduling	1,057
Customer Service	873
Data Entry	686
Appointment Setting	551
Spreadsheets	458
Administrative Functions	415

Source: Labor Insight/Jobs (Burning Glass)

## **Industry Concentration**

Exhibit 8 shows the industries with the most Legal Office Technology postings in the South Central Coast. Note: 40% of records have been excluded because they do not include an industry. As a result, the chart below may not be representative of the full sample.

**Exhibit 8 – Industries employing the most in the Legal Office Technology field, 2019**

<b>Industry</b>	<b>Occupation Group Jobs in Industry</b>	<b>% of Occupation Group in Industry</b>
Professional, Scientific, and Technical Services	420	18.7%
Health Care and Social Assistance	408	18.1%
Educational Services	273	12.1%
Finance and Insurance	254	11.3%
Manufacturing	198	8.8%

Source: Labor Insight/Jobs (Burning Glass)

## Education and Training

Exhibit 9 shows the typical entry-level education requirement for the occupations of interest, along with the typical on-the-job training needed to attain competency in the occupation.

**Exhibit 9 – Education and Training Requirements**

<b>SOC</b>	<b>Occupation</b>	<b>Typical entry-level education</b>	<b>Typical on-the-job training</b>
23-2011	<b>Paralegals and Legal Assistants</b>	Associate's degree	None
23-2099	<b>Legal Support Workers, All Other</b>	Associate's degree	None
43-4171	<b>Receptionists and Information Clerks</b>	High school diploma or equivalent	Short-term on-the-job training
43-6012	<b>Legal Secretaries and Administrative Assistants</b>	High school diploma or equivalent	Moderate-term on-the-job training
43-6014	<b>Secretaries and Administrative Assistants, Except Legal, Medical and Executive</b>	High school diploma or equivalent	Short-term on-the-job training

Source: Bureau of Labor Statistics Employment Projections (Educational Attainment)

## Regional Completions and Openings

There were 3,150 regional completions (2020) and 2,388 regional openings (2020) in the South Central Coast region in programs related to the occupations identified as related to Legal Office Technology.

**Exhibit 10 – Completions and Openings**

<b>15</b> Regional Institutions had Related Programs (2020)	<b>3,150</b> Regional Completions (2020)	<b>2,388</b> Annual Openings (2020)
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Source: Economic Modeling Specialists International (EMSI)

## Related Programs

CIP Code	Program	Completions (2020)
52.0201	Business Administration and Management, General	2,695
51.0716	Medical Administrative/Executive Assistant and Medical Secretary	122
52.0401	Administrative Assistant and Secretarial Science, General	113
22.0302	Legal Assistant/Paralegal	103
22.0000	Legal Studies	33
51.0710	Medical Office Assistant/Specialist	28
52.0408	General Office Occupations and Clerical Services	22
52.0901	Hospitality Administration/Management, General	18
52.0299	Business Administration, Management and Operations, Other	8
52.0204	Office Management and Supervision	4
52.0904	Hotel/Motel Administration/Management	2
22.0301	Legal Administrative Assistant/Secretary	1
52.0411	Customer Service Support/Call Center/Teleservice Operation	1

Source: Economic Modeling Specialists International (EMSI)

## Student Outcomes

The CTE LaunchBoard provides student outcome data on the effectiveness of CTE programs. The following student outcome information was collected from current students and exiters of statewide Legal Office Technology Programs (TOP: 0514.10) for the 2018-19 academic year. *Statewide data provided as no regional community college has a Legal Office Technology program.*

- Completers of statewide Legal Office Technology programs from the 2018-2019 academic year had a **median annual wage upon completion of \$29,680.**
- 72% of students are **employed within a year** after completing a program. (statewide)
- 38% of students **attained a living wage** within a year of completion. (statewide)
- Completers experienced an average of **+5%** change in earnings after exiting. (statewide)
- 73% of students were **part-time**, 6% **skill builders**, 44% **first-generation**, and 83% **economically disadvantaged.** (statewide)



## **Sources**

O\*Net Online, Labor Insight/Jobs (Burning Glass), Economic Modeling Specialists International (EMSI), MIT Living Wage Calculator, Bureau of Labor Statistics (BLS) Education Attainment, California Community Colleges Chancellor's Office Management Information Systems (MIS) Data Mart, CTE LaunchBoard, Statewide CTE Outcomes Survey, Employment Development Department Unemployment Insurance Dataset

## **Notes**

Data included in this analysis represent the labor market demand for relevant positions most closely related to Legal Office Technology. Traditional labor market information was used to show current and projected employment based on data trends, as well as annual average awards granted by regional community colleges. Real-time labor market information captures job post advertisements for occupations relevant to the field of study and can signal demand and show what employers are looking for in potential employees, but is not a perfect measure of the quantity of open positions. All representations have been produced from primary research and/or secondary review of publicly and/or privately available data and/or research reports. The most recent data available at the time of the analysis was examined; however, data sets are updated regularly and may not be consistent with previous reports. Efforts have been made to qualify and validate the accuracy of the data and findings; however, neither the Centers of Excellence for Labor Market Research (COE), COE host district, nor California Community Colleges Chancellor's Office are responsible for the applications or decisions made by individuals and/or organizations based on this study or its recommendations.