

Labor Market Analysis: 0514.10/Legal Secretary
Computer Applications Office Technologies – Legal Secretary
(Certificate requiring 16 to <30 semester units)
 Los Angeles Center of Excellence, September 2022

Summary

Program Endorsement:	Endorsed: All Criteria Met <input checked="" type="checkbox"/>	Endorsed: Some Criteria Met <input 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, 25th)	Yes <input checked="" type="checkbox"/>		No <input 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 Los Angeles Center of Excellence for Labor Market Research (LA COE) prepared this report to provide regional labor market supply and demand data related to two middle-skill occupations:

- **Legal support workers, all other (23-2099)** All legal support workers not listed separately;¹
- **Legal secretaries and administrative assistants (43-6012)** 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.²

Middle-skill occupations typically require some postsecondary education, but less than a bachelor’s degree.³ 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 these legal occupations in the region. Furthermore, entry-level wages exceed the self-sufficiency standard wage in Los Angeles County, and a large portion of current workers in this field have completed some college or an associate degree as their highest level of education. **Therefore, due to all of the criteria being met, the LA COE endorses this proposed program.** Detailed reasons include:

¹ [Legal Support Workers, All Other \(bls.gov\)](https://www.bls.gov/occupations/legal-support-workers-all-other-23-2099)

² [Legal Secretaries and Administrative Assistants \(bls.gov\)](https://www.bls.gov/occupations/legal-secretaries-and-administrative-assistants-43-6012)

³ 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.

Demand:

- **Supply Gap Criteria** – Over the next five years, **1,556 jobs are projected to be available annually** in the region due to retirements and workers leaving the field, **which is more than the three-year average of 600 awards conferred** by educational institutions in the region.
- **Living Wage Criteria** – Within Los Angeles County, both occupations have **entry-level wages above the self-sufficiency standard hourly wage** (\$18.10/hour).⁴
- **Educational Criteria** – Within the greater LA/OC region, **68% of the annual job openings** for the legal occupations in this report **typically require a high school diploma or equivalent**.
 - While the national-level educational attainment data indicates between 25% and 52% of workers in the field have completed some college or an associate degree, the occupation with the majority of the annual openings (**legal secretaries and administrative assistants**) **has at least 52% of workers in the field who have completed some college or an associate degree**.

Supply:

- There are **16 community colleges** in the greater LA/OC region that issue awards that train for legal secretaries, conferring an average of **553 awards annually** between 2018 and 2021.
- Between 2017 and 2020, there was an average of **46 awards conferred annually** in related training programs by non-community college institutions throughout the greater LA/OC region.

Occupational Demand

Exhibit 1 shows the five-year occupational demand projections for the legal occupations in this report. In the greater Los Angeles/Orange County region, the number of jobs related to these occupations is projected to decrease by 5% through 2026. However, there will be more than 1,500 job openings per year through 2026 due to retirements and workers leaving the field.

Exhibit 1: Occupational demand in Los Angeles and Orange Counties⁵

Geography	2021 Jobs	2026 Jobs	2021-2026 Change	2021-2026 % Change	Annual Openings
Los Angeles	11,878	11,318	(561)	(5%)	1,203
Orange	3,595	3,411	(185)	(5%)	364
Total	15,474	14,728	(745)	(5%)	1,566

⁴ Self-Sufficiency Standard wage data was pulled from The Self-Sufficiency Standard Tool for California. For more information, visit: <http://selfsufficiencystandard.org/california>.

⁵ Five-year change represents new job additions to the workforce. Annual openings include new jobs and replacement jobs that result from retirements and separations.

Wages

The labor market endorsement in this report considers the entry-level hourly wages for these legal occupations in Los Angeles County as they relate to the county's self-sufficiency standard wage. Orange County wages are included below in order to provide a complete analysis of the greater LA/OC region. Detailed wage information, by county, is included in Appendix A.

Los Angeles County— Both occupations have entry-level wages above the self-sufficiency standard wage for one adult (\$18.10 in Los Angeles County). Typical entry-level hourly wages are in a range between \$18.90 and \$23.62, while experienced workers can expect to earn wages between \$37.95 and \$38.85.

Exhibit 2: Hourly Earnings for Occupations in LA County

Occupation	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Legal Support Workers, All Other (23-2099)	\$18.90	\$24.69	\$37.95
Legal Secretaries and Administrative Assistants (43-6012)	\$23.62	\$30.78	\$38.85

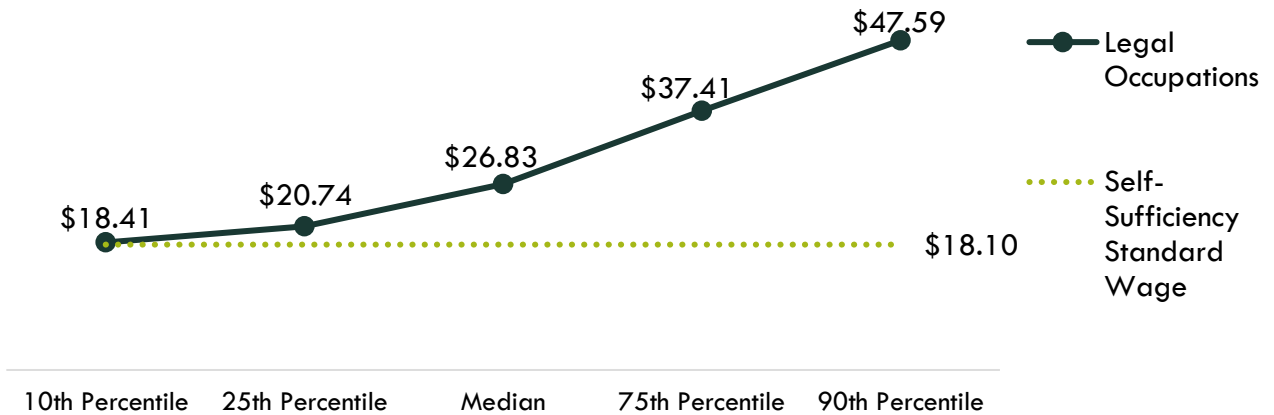
Orange County—The majority (69%) of annual openings for program name occupations have entry-level wages above the self-sufficiency standard wage for one adult (\$20.63 in Orange County). Typical entry-level hourly wages are in a range between \$16.90 and \$20.54. One occupation has entry-level wages above the county's self-sufficiency wage: *legal secretaries and administrative assistants* (\$20.54). Experienced workers can expect to earn wages between \$33.80 and \$34.28, which are higher than the self-sufficiency standard.

Exhibit 3: Hourly Earnings for Occupations in Orange County

Occupation	Entry-Level Hourly Earnings (25 th Percentile)	Median Hourly Earnings	Experienced Hourly Earnings (75 th Percentile)
Legal Support Workers, All Other (23-2099)	\$16.90	\$22.26	\$34.28
Legal Secretaries and Administrative Assistants (43-6012)	\$20.54	\$26.77	\$33.80

On average, the entry-level earnings for the occupations in this report are \$20.74; this is above the living wage for one single adult in Los Angeles County (\$18.10). Exhibit 4 shows the average wage for the occupations in this report, from entry-level to experienced workers.

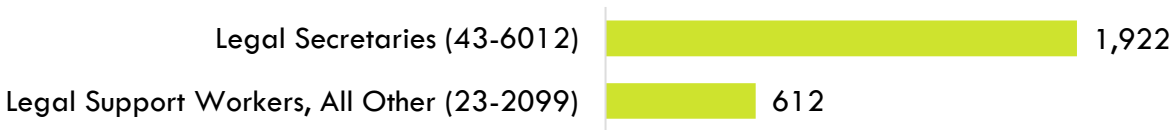
Exhibit 4: Average Hourly Earnings for the Legal Occupations in this Report in LA/OC



Job Postings

There were 2,534 online job postings related to the legal occupations in this report listed in the past 12 months. Exhibit 5 displays the number of job postings by occupation. The majority of job postings (76%) were for *legal secretaries*, followed by *legal support workers, all other* (24%). The highest number of job postings were for legal secretaries, litigation secretaries, legal receptionists, legal file clerks, and legal administrators. The top skills were legal support, litigation, administrative support, legal documentation, and civil litigation. The top three employers, by number of job postings, in the region were Ricoh Electronics, Disney, and Anthem Blue Cross.

Exhibit 5: Job postings by occupation (last 12 months)



Educational Attainment

The Bureau of Labor Statistics (BLS) lists the following typical entry-level education levels for the occupations in this report:

- **Associate degree:** *Legal support workers, all other*
- **High school diploma or equivalent:** *Legal secretaries and administrative assistants*

In the greater LA/OC region, the majority of annual job openings (68%) typically require a high school diploma or equivalent. While the national-level educational attainment data indicates between 25% and 52% of workers in the field have completed some college or an associate degree, the occupation with the majority of the annual openings (*legal secretaries and administrative assistants*) has at least 52% of workers in the field who have completed some college or an associate degree. Of the 27% of legal job postings related to the occupations in this report listing a minimum education requirement in the greater Los Angeles/Orange County region, 80% (552) requested high school or vocational training, and 20% (141) requested an associate degree.

Educational Supply

Community College Supply—Exhibit 6 shows the annual and three-year average number of awards conferred by community colleges in the related TOP codes: Legal Office Technology (0514.10), and Paralegal (1402.00). The colleges with the most completions in the region are Santa Ana, Pasadena, and Cerritos.

Exhibit 6: Regional community college awards (certificates and degrees), 2018-2021

TOP	Program	College	2018-19 Awards	2019-20 Awards	2020-21 Awards	3-Year Average
0514.10	Legal Office Technology	Cerritos	2	-	2	1
		East LA	-	-	1	0
		LA City	-	-	1	0
		Santa Monica	2	12	3	6
		West LA	2	5	7	5
		LA Subtotal	6	17	14	12
		Santa Ana	-	1	3	1
		OC Subtotal	-	1	3	1
Supply Subtotal/Average			6	18	17	14
1402.00	Paralegal	Cerritos	58	60	56	58
		Compton	2	-	-	1
		East LA	-	41	31	24
		El Camino	39	31	42	37
		LA City	25	34	43	34
		LA Mission	35	24	36	32
		LA Swest	1	-	-	0
		LA Trade	2	7	5	5
		Mt San Antonio	43	42	63	49
		Pasadena	69	49	68	62
		West LA	30	24	38	31
		LA Subtotal	304	312	382	333
		Coastline	58	60	48	55
		Fullerton	39	49	76	55
		Irvine	16	32	26	25
		Santa Ana	62	72	86	73
		OC Subtotal	175	213	236	208
Supply Subtotal/Average			479	525	618	541
Supply Total/Average			485	543	635	554

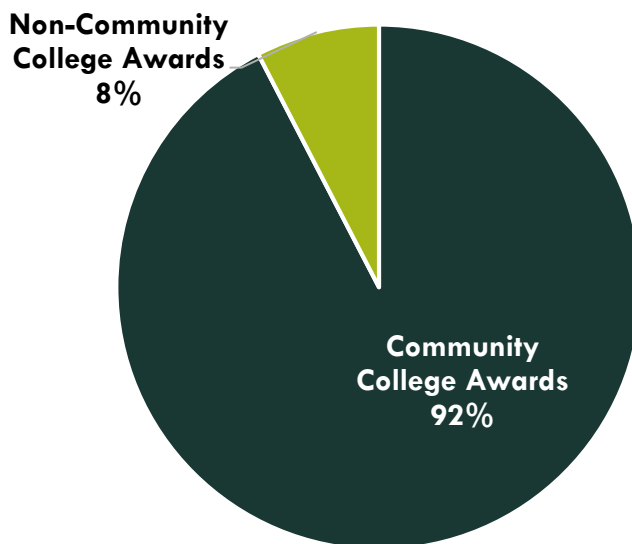
Non-Community College Supply—For a comprehensive regional supply analysis, it is important to consider the supply from other institutions in the region that provide training programs for the legal occupations in this report. Exhibit 7 shows the annual and three-year average number of awards conferred by these institutions in relevant programs. Due to different data collection periods, the most recent three-year period of available data is from 2017 to 2020. Between 2017 and 2020, non-community college institutions in the region conferred an average of 46 awards.

Exhibit 7: Regional non-community college awards, 2017-2020

CIP	Program	Institution	2017-18 Awards	2018-19 Awards	2019-20 Awards	3-Year Average
22.0302	Legal Assistant/Paralegal	Abraham Lincoln Univ.	2	5	6	4
		Brandman University	-	2	3	2
		Downey Adult School	-	6	12	6
		Fremont College	26	21	20	22
		Platt College-LA	6	-	-	2
		South Coast College	14	4	10	9
Supply Total/Average			48	38	51	46

Exhibit 8 shows the relationship between the number of community college awards conferred in LA/OC versus the number of non-community college awards for the programs in this report. Nine out of ten awards conferred in these programs are awarded by community colleges in the LA/OC region.

Exhibit 8: Community College Awards Compared to Non-Community College Awards in LA/OC Region, 3-Year Average



Appendix A: Occupational demand and wage data by county

Exhibit 9. Los Angeles County

Occupation (SOC)	2021 Jobs	2026 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 Support Workers, All Other (23-2099)	4,072	4,076	5	0%	391	\$18.90	\$24.69	\$37.95
Legal Secretaries and Administrative Assistants (43-6012)	7,807	7,241	(565)	(7%)	811	\$23.62	\$30.78	\$38.85
Total	11,878	11,318	(561)	(5%)	1,203	-	-	-

Exhibit 10. Orange County

Occupation (SOC)	2021 Jobs	2026 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 Support Workers, All Other (23-2099)	1,185	1,184	(0)	(0%)	114	\$16.90	\$22.26	\$34.28
Legal Secretaries and Administrative Assistants (43-6012)	2,411	2,226	(184)	(8%)	250	\$20.54	\$26.77	\$33.80
Total	3,595	3,411	(185)	(5%)	364	-	-	-

Exhibit 11. Los Angeles and Orange Counties

Occupation (SOC)	2021 Jobs	2026 Jobs	5-Yr Change	5-Yr % Change	Annual Openings	Typical Entry-Level Education
Legal Support Workers, All Other (23-2099)	5,256	5,261	4	0%	505	Associate's degree
Legal Secretaries and Administrative Assistants (43-6012)	10,217	9,468	(750)	(7%)	1,061	High school diploma or equivalent
Total	15,474	14,728	(745)	(5%)	1,566	-

Appendix B: Sources

- O*NET Online
- Labor Insight (Burning Glass Technologies)
- Lightcast (formerly Emsi)
- Bureau of Labor Statistics (BLS)
- California Employment Development Department, Labor Market Information Division, OES
- California Community Colleges Chancellor's Office Management Information Systems (MIS)
- Self-Sufficiency Standard at the Center for Women's Welfare, University of Washington
- Chancellor's Office Curriculum Inventory (COCI 2.0)

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