










# Legal Secretaries and Administrative Assistants

Labor Market Analysis: San Diego County

April 2026

## Summary

NEW PROGRAM RECOMMENDATION?	EVIDENCE OF A SUPPLY GAP?	AT OR ABOVE THE LIVING WAGE?	EXPECTED LEVEL OF EDUCATION
 <b>Proceed with Caution</b>	 	 	<input type="checkbox"/> Doctorate Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Associate Degree <input type="checkbox"/> Some College or Certificate <input checked="" type="checkbox"/> HS Diploma or Equivalent <input type="checkbox"/> Less Than a HS Diploma <input type="checkbox"/> Apprenticeship
SUPPORT FOR PROGRAM MODIFICATION?	NUMBER OF INSTITUTIONS THAT PROVIDE TRAINING	NUMBER OF ANNUAL JOB OPENINGS	
 	<b>LOW</b> 	<b>HIGH</b> 	

The San Diego & Imperial Center of Excellence (COE) developed this brief to assist the region’s community colleges with strategic planning and program development. According to available data, *Legal Secretaries and Administrative Assistants* in San Diego County have a labor market demand of 366 annual job openings (while average demand for a single occupation in San Diego County is 289 annual job openings), and one institution supplies two awards for this occupation, suggesting that there is a supply gap in the labor market. Entry-level wages are below the living wage. This brief recommends that colleges proceed with caution when developing a new program for this occupation and supports a program modification because 1) there is a supply gap; 2) a high number of annual job openings exist for this occupation; 3) one institution in San Diego County supplies awards for this occupation. However, entry-level wages are below the living wage. Additionally, colleges should note that the expected level of education is a high school diploma or equivalent.

## Introduction

This report provides labor market information in San Diego County for the following occupational code in the Standard Occupational Classification (SOC)<sup>1</sup> system:

**Legal Secretaries and Administrative Assistants (SOC 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. Sample reported job titles include:

- Litigation Secretary
- Secretary
- Magistrate Assistant
- Legal Practice Assistant
- Legal Office Support Assistant
- Legal Management Assistant
- Legal Coordinator
- Legal Administrator

## Projected Occupational Demand

Between 2024 and 2029, *Legal Secretaries and Administrative Assistants* are projected to increase by **35** net jobs or **one percent** (Exhibit 1). Employers in San Diego County will need to hire **366** workers annually to fill new jobs and backfill jobs due to attrition caused by turnover and retirement, for example.

**Exhibit 1: Number of Jobs for *Legal Secretaries and Administrative Assistants* (2024-2029)<sup>2</sup>**

Occupational Title	2024 Jobs	2029 Jobs	2024 - 2029 Net Jobs Change	2024 - 2029 % Net Jobs Change	Annual Job Openings (Demand)
Legal Secretaries and Administrative Assistants	2,658	2,693	35	1%	366

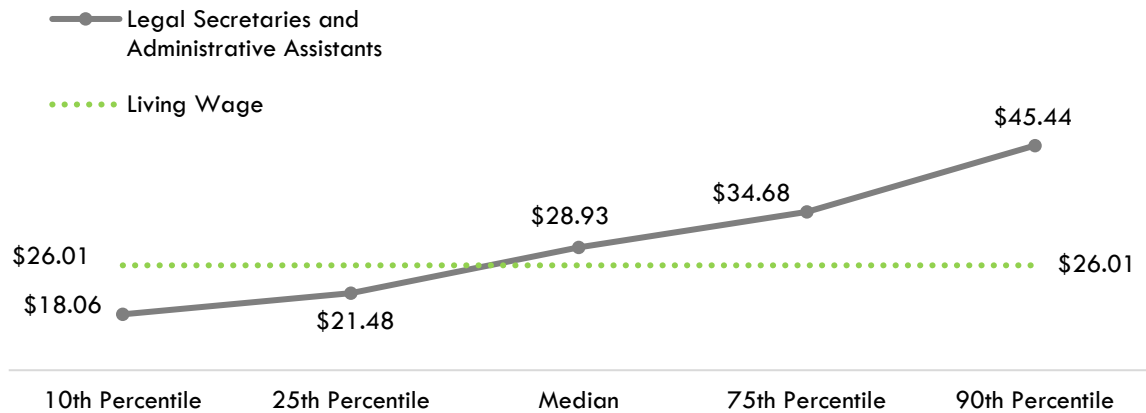
<sup>1</sup> The Standard Occupational Classification (SOC) system is used by federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data. <https://www.bls.gov/soc/>.

<sup>2</sup> Lightcast 2026.01; QCEW, Non-QCEW, Self-Employed.

## Earnings

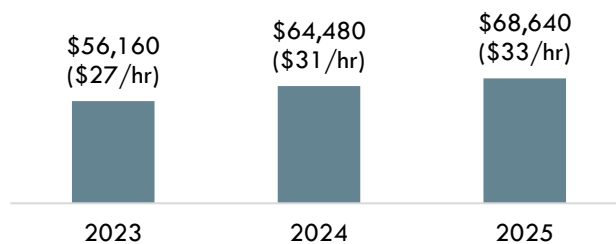
According to traditional<sup>3</sup> labor market information (LMI), *Legal Secretaries and Administrative Assistants* had entry-level hourly earnings of \$21.48—or \$44,678.40 annual salary<sup>4</sup>; this is less than the living wage for a single adult in San Diego County, which is \$26.01 per hour (Exhibit 2).<sup>5</sup>

**Exhibit 2: Hourly Earnings<sup>6</sup> for *Legal Secretaries and Administrative Assistants* in San Diego County<sup>7</sup>**



In online job postings, employers advertised between \$27 to \$33 per hour between January 1, 2023 and December 30, 2025 for *Legal Secretaries and Administrative Assistants* in San Diego County (Exhibit 3).<sup>8</sup> This suggests that employer-advertised wages in recent years are higher than traditional BLS estimates.

**Exhibit 3: Entry-Level Advertised Salaries in Online Job Postings for *Legal Secretaries and Administrative Assistants* in San Diego County (2023-2025)\***



\*Hourly wages are rounded to the nearest dollar amount.

<sup>3</sup> Traditional LMI is generally historical data captured by the U.S. Bureau of Labor Statistics (BLS) or the California Employment Development Department (EDD). It does not account for recent technological, economic, or legislative changes that may affect labor market demand and wages.

<sup>4</sup> Annualized salaries assume a full-time position with 2,080 hours. Multiplying the hourly wage with 2,080 yields the annual salary.

<sup>5</sup> Center for Women's Welfare, University of Washington. (2024). The self-sufficiency standard for California 2024. [selfsufficiencystandard.org/California](https://selfsufficiencystandard.org/California).

<sup>6</sup> 10th and 25th percentiles could be considered entry-level wages, and 75th and 90th percentiles could be considered experienced wages for individuals who may have been in the occupation longer, received more training than others, etc.

<sup>7</sup> Lightcast 2026.01; QCEW, Non-QCEW, Self-Employed.

<sup>8</sup> Lightcast 2026.01; "Job Posting Analytics." 2023-2025.

## Expected Level of Education

According to traditional LMI (data reported to EDD and BLS), *Legal Secretaries and Administrative Assistants* have a national educational attainment of a [high school diploma or equivalent](#) (Exhibit 4).<sup>9</sup>

### Exhibit 4: National Educational Attainment for *Legal Secretaries and Administrative Assistants*<sup>10</sup>

Occupational Title	Typical Entry-Level Education
Legal Secretaries and Administrative Assistants	High school diploma or equivalent

Similarly, online job postings between January 1, 2023 and December 31, 2025 in San Diego County had a [high school diploma or GED](#) as the most requested educational requirement for *Legal Secretaries and Administrative Assistants*; however, employers also expected the following certifications (Exhibit 5).<sup>11</sup>

### Exhibit 5: Top Certifications for *Legal Secretaries and Administrative Assistants* in San Diego County in Online Job Postings (2023-2025)<sup>12</sup>

1. Typing Certification
2. State Bar Membership

## Educational Supply

Educational supply for an occupation can be estimated by analyzing the number of awards in related Taxonomy of Programs (TOP) or Classification of Instructional Programs (CIP) codes. There is [one](#) TOP code and [one](#) CIP code related to *Legal Secretaries and Administrative Assistants* (Exhibit 6).

### Exhibit 6: Related TOP and CIP Codes for *Legal Secretaries and Administrative Assistants*<sup>13</sup>

TOP or CIP Code	TOP or CIP Program Title
TOP 0514.10	Legal Office Technology
CIP 22.0301	Legal Administrative Assistant/Secretary

<sup>9</sup> Lightcast 2026.01; QCEW, Non-QCEW, Self-Employed.

<sup>10</sup> Lightcast 2026.01; QCEW, Non-QCEW, Self-Employed.

<sup>11</sup> Lightcast 2026.01; "Job Posting Analytics." 2023-2025.

<sup>12</sup> Lightcast 2026.01; "Job Posting Analytics." 2023-2025.

<sup>13</sup> This brief uses a conservative estimate of program supply and only calculates awards from the TOP code listed in Exhibit 6.

According to TOP data, **one** community college supplies the region with awards for this occupation, **Southwestern College**. According to CIP data, **no** non-community-college institution supplies the region with awards (Exhibit 7).

**Exhibit 7: Number of Awards (Certificates and Degrees) Conferred by Postsecondary Institutions  
(Program Year 2021-22 Through Program Year 2024-25 Average)**

TOP6 or CIP Code	TOP6 or CIP Program Title	3-Yr Annual Average CC Awards (PY22-23 to PY24-25)	Other Educational Institutions 3-Yr Annual Average Awards (PY21-22 to PY23-24)	Total Average Supply (PY21-22 to PY24-25)
0514.10	Legal Office Technology	<b>2</b>	<b>0</b>	<b>2</b>
	Southwestern	<b>2</b>	<b>0</b>	
	• Associate degree	1	0	
	• Certificate 30 < 60 units	0	0	
	• Certificate 16 < 30 units	1	0	
22.0301	Legal Administrative Assistant/Secretary	<b>0</b>	<b>0</b>	<b>0</b>
			<b>Total</b>	<b>2</b>

## Demand vs. Supply

Comparing labor demand (annual openings) with labor supply<sup>14</sup> suggests that there is a **supply gap** for this occupation in San Diego County, with **366** annual openings and **two** awards. Comparatively, there are **3,435** annual openings in California and **78** awards, suggesting that there is a **supply gap** across the state<sup>15</sup> (Exhibit 8).

**Exhibit 8: Labor Demand (Annual Openings) Compared with Labor Supply (Average Annual Awards)**

	<b>Demand</b> (Annual Openings)	<b>Supply</b> (Total Annual Average Supply)	<b>Supply Gap or Oversupply</b>
San Diego	366	2	<b>364</b>
California	3,435	78	<b>3,357</b>

**Please note:** This is a basic analysis of supply and demand of labor. The data does not include workers currently in the labor force who could fill these positions or workers who are not captured by publicly available data. This data should be used to discuss the potential gaps or oversupply of workers; however, it should not be the only basis for determining whether or not a program should be developed.

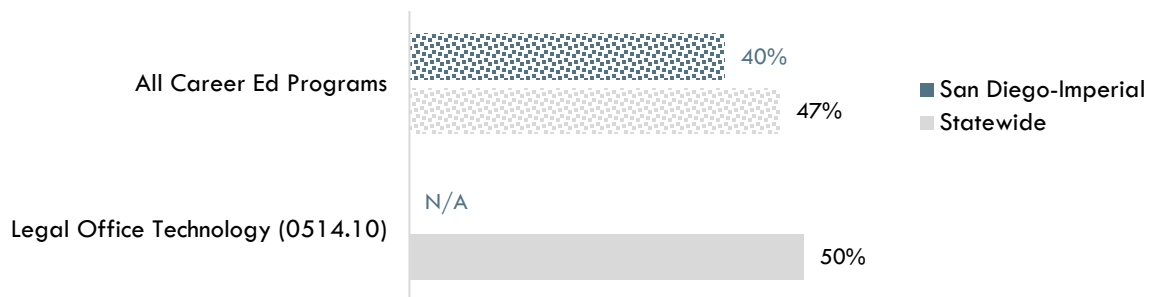
<sup>14</sup> Labor supply can be found from two different sources: EMSI or the California Community Colleges Chancellor's Office MIS Data Mart. EMSI uses CIP codes while MIS uses TOP codes. Different coding systems result in differences in the supply numbers.

<sup>15</sup> "Supply and Demand," Centers of Excellence Student Outcomes, [coecc.net/our-resources](http://coecc.net/our-resources).

## Student Outcomes and Regional Comparisons

According to the California Community Colleges DataVista, 50% of students Statewide earned a living wage after completing a Legal Office Technology (TOP 0514.10) program, compared to 47% of students in Career Education programs in general across the state (Exhibit 9).<sup>16</sup>

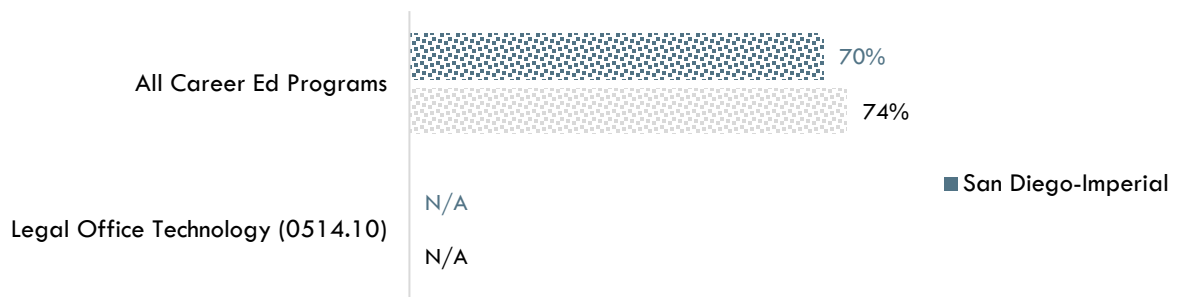
**Exhibit 9: Percentage of Students Who Earned a Living Wage in a Legal Office Technology (TOP 0514.10) program, PY2022-23<sup>17</sup>**



“N/A” indicates insufficient data

According to the California Community Colleges DataVista, there was insufficient data regarding students in the San Diego-Imperial region and statewide who obtained a job closely related to their field of study after completing a Legal Office Technology (TOP 0514.10) program. In terms of Career Education programs in general, 74% of students obtained a job closely related to their field of study across the state (Exhibit 10).<sup>18</sup>

**Exhibit 10: Percentage of Students in a Job Closely Related to Field of Study in a Legal Office Technology (TOP 0514.10) program, PY2021-22<sup>19</sup>**



“N/A” indicates insufficient data

<sup>16</sup> “DataVista, California Community Colleges, [datavista.cccco.edu/](http://datavista.cccco.edu/).

<sup>17</sup> Most recent year with available data is Program Year 2022-23. Among completers and skills builders who exited, the percentage of students who attained a living wage.

<sup>18</sup> “DataVista, California Community Colleges, [datavista.cccco.edu/](http://datavista.cccco.edu/).

<sup>19</sup> Most recent year with available data is Program Year 2021-22. Percentage of Students in a Job Closely Related to Field of Study: Among students who responded to the CTEOS, the percentage reporting employment in the same or similar field as their program of study.

## Employers

Between January 1, 2023 and December 31, 2025, the top five employers in San Diego County for *Legal Secretaries and Administrative Assistants* were *Adams & Martin Group, Robert Half, Eastridge, GPAC, and Procopio, Cory, Hargreaves & Savitch LLP* based on online job postings (Exhibit 11).

### Exhibit 4: Top Employers for Legal Secretaries and Administrative Assistants in San Diego County<sup>20</sup>

Top Employers	
<ul style="list-style-type: none"> <li>Adams &amp; Martin Group</li> <li>Robert Half</li> <li>Eastridge</li> <li>GPAC</li> <li>Procopio, Cory, Hargreaves &amp; Savitch LLP</li> </ul>	<ul style="list-style-type: none"> <li>Kent Daniels &amp; Associates</li> <li>Higgs Fletcher &amp; Mack</li> <li>Lee Hecht Harrison</li> <li>County of San Diego</li> <li>Bremer Whyte Brown &amp; O'Meara, LLP</li> </ul>

## Skills

Exhibit 12 lists the top specialized, soft, and software skills that appeared in online job postings between January 1, 2023 and December 31, 2025.

### Exhibit 5: Top Skills for Legal Secretaries and Administrative Assistants in San Diego County<sup>21</sup>

Specialized Skills	Soft Skills	Software Skills
<ul style="list-style-type: none"> <li>Lawsuits</li> <li>Legal Pleadings</li> <li>Calendar Management</li> <li>Proofreading</li> <li>Legal Discovery</li> <li>Legal Depositions</li> <li>Administrative Support</li> <li>Travel Arrangements</li> <li>Billing</li> <li>Civil Law</li> <li>Document Management Systems</li> <li>Trial Preparation</li> <li>Legal Hearings</li> <li>Expense Reports</li> <li>Invoicing</li> </ul>	<ul style="list-style-type: none"> <li>Filing</li> <li>Detail Oriented</li> <li>Communication</li> <li>Organizational Skills</li> <li>Administrative Functions</li> <li>Multitasking</li> <li>Scheduling</li> <li>Writing</li> <li>Verbal Communication Skills</li> <li>Typing</li> <li>Confidentiality</li> <li>Professionalism</li> <li>Prioritization</li> <li>Time Management</li> <li>Grammar</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Outlook</li> <li>Microsoft Excel</li> <li>Document Management Systems</li> <li>Microsoft Word</li> <li>Microsoft PowerPoint</li> </ul>

<sup>20</sup> Lightcast 2026.01; "Job Posting Analytics." 2023-2025.

<sup>21</sup> Lightcast 2026.01; "Job Posting Analytics." 2023-2025.

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### Important Disclaimers

All representations included in this report have been produced from primary research and/or secondary review of publicly and/or privately available data and/or research reports. This study examines the most recent data available at the time of the analysis; 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 the report 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.