

LEGAL STUDIES & PARALEGAL PRACTICE

2 YEARS / 900 HOURS / OCVTS TOMS RIVER CAMPUS

Paralegals and legal assistants support legal professionals in law firms, government agencies, and other organizations. They can perform legal research, draft legal documents, interview clients, assist in court, communicate with government agencies, and coordinate cases.

Related Job Titles

- Paralegal
- Legal Assistant
- Attorney
- Law Clerk
- Human Resources Officer
- Contract Administrator
- Mediator
- Claims Investigator

Career Ladder

Most entrants in this career begin as a legal assistant or paralegal for a law firm. Students might decide to further their education to receive an associates or bachelors degree in the field and continue to law school to pursue a Juris Doctor degree.



Certificates

OCVTS Certificate of Completion

LEARN MORE ABOUT THIS PROGRAM
CONTACT US!

phone: (732) 244 - 1122
email: admissions@ocvts.org



Skills You Will Learn

- Fundamentals of U.S. legal system & various areas of law
- Legal research, case management, and legal document drafting
- Ethical considerations and professional responsibilities
- Legal technology and documentation
- Legal writing and document organization
- Conducting client interviews

Preferred Skills for Career Field

You should prefer:

- Reading, researching, and writing
- Communicating and collaborating
- Being detail-oriented

You should be able to:

- Read and comprehend text
- Engage in critical thinking
- Practice time management
- Communicate in writing and verbally

Continuing Education

Ocean County College
Rutgers University
Seton Hall University

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Source: [bls.gov](https://www.bls.gov) | [careeronestop.org](https://www.careeronestop.org)