

## Paralegal Studies

### Associate of Applied Science Degree

#### Program Overview:

The goal of the Paralegal studies program is to provide a general education with emphasis on substantive legal and ethical principles and prepare students for entry-level paralegal positions working under the supervision of an attorney in the private or public sector. This program is also the basis for the first two years of a baccalaureate program in Legal Assisting through Chattanooga State's 2 + 2 articulation agreement with the University of Tennessee at Chattanooga. (See the Advertising Center for details.)

Approved by the American Bar Association.

#### How Much Can I Earn?

\$23,060 - \$48,010

\*wages and salary data provided by the Bureau of Labor Statistics, Tennessee Department of Labor

#### What Will I Do On The Job?

Paralegals help lawyers prepare for closing, hearings, trials and corporate meetings. Paralegals also research and investigate the facts of cases, identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. After analyzing and organizing the information, paralegals may prepare written reports that attorneys use in determining how cases should be handled. Paralegals might also help draft contracts, mortgages and separation agreements.

#### What Skills Will I Use On The Job?

You will need to be detailed oriented and organized and should enjoy doing research. Good written and oral communication skills are vital. The paralegal must be also be able to follow directions and work well independently as well as in a team.

#### Possible Job Titles:

Paralegal, Legal Assistant

#### Who Will Hire Me?

Private law firms continue to be the largest employers of paralegals, but a growing array of other organizations, such as corporate legal departments, insurance companies, real estate brokers and title insurance firms and banks also hire paralegals.

Chattanooga State graduates work for such organizations as: Life Care Centers of America, Van Buren County, Various attorneys and law offices

#### Need More Information?

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