



2024 CAREER GUIDE

# for Legal Professionals

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# 2024 Career Guide

FOR LEGAL PROFESSIONALS

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# 2024 Outlook

Heading into 2023, many were bracing for an almost certain recession. However, despite these concerns, the labor market simply maintained a slow, but steady pace of growth. This resilience has led to a more cautiously optimistic outlook: hope for a possible “soft landing” of reduced inflation without a recession and massive unemployment.

As of the publication of this guide, job growth is consistent, unemployment remains low, labor force participation rates are holding steady (or slightly increasing), and the rate of workers quitting is returning to pre-pandemic levels. We’re still keeping an eye on the possibility of a recession—after all, the full impact of Federal Reserve interest rate changes can take 6 to 12 months to ripple through the economy.

However, one thing remains certain: competition in today’s job market is fierce as ever, so showcasing your value and staying tuned in to market trends is paramount.

**Our 2024 Guide for Legal Professionals is designed to help you:**

- ▶ Gain insights into Legal roles, ensuring you’re well-informed and prepared.
- ▶ Boost your confidence in career discussions, knowing the unique value you bring to the negotiating table.
- ▶ Equip you with the knowledge and tools to make informed career decisions and develop strategies for long-term growth.



## Trends to Watch

Temporary employment continues to trend down, declining by 242,000 since March 2022. In the past, dips in temp employment have been leading indicators of recessions. That being said, temp employment is still higher than (or on par with) pre-pandemic levels.

In 2023, the Federal Reserve raised interest rates to address inflation. This means that while there could be an initial rise in wages in 2024, the momentum of this wage growth will likely taper off as the year progresses.

The labor force participation rate hasn't fully bounced back to its pre-pandemic levels, possibly because many individuals aged 55 and older chose early retirement during the pandemic. However, it's interesting to note that the participation rates for those aged 25 to 54 have seen a significant uptick.

# Top In-Demand Legal Jobs in 2024

## Attorney

**Day-to-Day:** Represent clients in criminal and civil litigation, provide legal advice, prepare legal documents, and conduct research to support a client's case.

**Skill Highlight:** Strong analytical skills and ability to craft persuasive arguments.

**Career Trajectory:** Can rise from Associate Attorney to Partner or Judge.

**Average Salary Range:** \$60,000 - \$200,000+ depending on specialization and location.

## Contract Specialist

**Day-to-Day:** Oversee company contracts, from development to execution. Ensure that contracts are legally sound and comply with regulations.

**Skill Highlight:** Detail-oriented with strong negotiation skills.

**Career Trajectory:** Senior Contract Specialist, Contract Manager.

**Average Salary Range:** \$50,000 - \$100,000

## Compliance Specialist

**Day-to-Day:** Ensure company operations and business transactions follow all relevant legal and internal rules.

**Skill Highlight:** Strong analytical and problem-solving skills.

**Career Trajectory:** Compliance Manager, Director of Compliance.

**Average Salary Range:** \$50,000 - \$90,000

## Paralegal

**Day-to-Day:** Assist attorneys in their work, conduct legal research, draft documents, and organize files.

**Skill Highlight:** Strong research and organizational skills.

**Career Trajectory:** Senior Paralegal, Paralegal Manager, or transitioning to a legal specialization after further education.

**Average Salary Range:** \$40,000 - \$85,000

## Legal Assistant

**Day-to-Day:** Support lawyers by maintaining files, conducting research, and drafting documents.

**Skill Highlight:** Organizational skills and multitasking.

**Career Trajectory:** Paralegal, Legal Analyst.

**Average Salary Range:** \$30,000 - \$60,000



## ▶ Legal Careers

The competition for skilled legal talent is as fierce as ever. However, hiring managers are looking for very specific skill sets. To help you understand the roles in high demand and the expectations for those roles, take a look at the following job descriptions and salary data for key legal positions.

# Legal Assistant

A legal assistant elevates the efficiency of a law firm by providing clerical services and other supportive measures for lawyers. While the job does include a fair amount of secretarial work like answering phones, scheduling appointments, and filing paperwork, there are additional duties including attending court proceedings and researching information for a specific case.

A legal assistant must be able to juggle many tasks at once, have excellent communication skills, practice good judgement, and keep files and proceedings confidential.

A legal assistant may work with one lawyer or several at a time, depending on the size of a law firm and the number of cases handled.

## Education Requirements

Typically, a legal assistant's resume includes an associate's degree or a legal assistant certification. During these programs, one learns legal terminology, the purpose of certain legal documents, law firm practices, word processing, time management, and record keeping.

While formal education is usually required, that's not always necessary. Law firms may be willing to work with an experienced assistant with strong clerical skills. This person will receive on-the-job training for specific law firm practices and legal documents as needed.

## Essential Skills

- Strong command of the English language, grammar, and legal vocabulary to create and send professional court documents.
- Excellent communication. In many cases, it's the legal Assistant who's in charge of maintaining schedules, setting up appointments, and connecting with clients and witnesses, all of which requires impeccable communication.
- Organizational skills. From organizing documents within an internal law library to coordinating multiple schedules, a legal Assistant resume should outline organizational skills.
- Ability to type 60 to 80 words per minute. With a large number of court documents to type and deliver, all of which have tight deadlines, efficient typing is a must.

## Roles & Responsibilities

- Have a strong understanding of legal terminology.
- Attend meetings and take notes for lawyers in attendance.
- Transcribe, proofread, and file legal documents before deadlines.
- Manage travel logistics for one or more attorneys.
- Answer phones and take messages.
- Manage schedules.
- Schedule court depositions, hearings, and other meetings as determined by an attorney.
- Keep and organize court files.

## Day-to-Day Duties

- Mail, fax, or email court documents to clients, witnesses, or court officials.
- Schedule meetings, manage changes to a schedule, and keep the lawyer informed of the day's activities.
- Take calls, make calls, write and deliver messages.
- Organize internal court records for easy access at any time.
- Conduct research for a case, which may include obtaining medical or employment records.
- Be willing to attend court proceedings, take notes, and report back to a lawyer.
- Schedule and coordinate trips, pay for accommodations, and confirm meetings ahead of time.
- Process invoices for vendors.

# Litigation Paralegal

Litigation Paralegals are the backbone of the trial team. They manage all of the details throughout every phase of the trial – from investigations to pleadings and discovery.

The Litigation Paralegal works very closely with attorneys, assisting in depositions, witness preparation, and research. The paralegal is typically the one who prepares and handles all exhibits. They will also act as an assistant to the attorney during the court proceedings. Once the trial is over, the Litigation Paralegal will be responsible for closing out the case documents.

## Education Requirements

- Associate degree.
- Bachelor's degree preferred.
- ABA-approved paralegal certification with a focus on litigation.

## Essential Skills

- Excellent verbal and written communication skills.
- High attention to detail.
- Resourceful research and analytical skills.
- Ability to manage and prioritize multiple projects and tasks.
- Proficient in Microsoft Office.

## Roles & Responsibilities

- Research and analyze law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions and legal codes to prepare legal documents such as briefs, pleadings, or appeals, etc. for use by attorney.
- Draft routine legal documents for review and use by attorneys.
- Compile and prepare draft discovery responses.
- Categorize and interpret data; review and analyze reports, responses and records produced by opposing counsel.
- Coordinate requests between multiple parties involved in litigation by way of consistent communication with client, claims and full partnership with attorney through end of case.

## Day-to-Day Duties

- Prepare, organize, and file documents and correspondence.
- Conduct legal research.
- Update and maintain internal databases.
- Prepare witness and other materials for case preparation.
- Organize relevant documents for attorney review and case preparation.
- Prepare for, and attend, depositions.
- Prepare and organize exhibits during depositions.
- Prepare and file all court documents.





## Corporate Paralegal

Paralegals have become an essential part of the legal process. The addition of these legal professionals has increased the efficiency and cost-effective delivery of legal services. Paralegals can either work in a law firm or business setting. A Corporate Paralegal is someone who works on corporate law matters under the supervision of licensed attorneys. They do not practice law, but they help in many aspects of corporate transactions.

A Corporate Paralegal will assist a corporation's legal department in many facets of corporate law—from paperwork to court proceedings. The Corporate Paralegal will offer services in corporate litigation procedures and other specific business legal needs. They may attend corporate meetings, prepare corporate resolutions, and other comparable tasks. Depending on the type of business, they may also need to have experience working on other types of industry-specific procedures and documents.

### Education Requirements

- High school/GED.
- Bachelor's degree, preferred.
- Paralegal certification a plus.

### Essential Skills

- Proficiency using virtual data rooms to upload and organize documents.
- Proficiency in Microsoft Office Suite.
- Experience billing your time.
- Excellent written and verbal communication skills.
- Superb attention to detail, as well as organizational and multitasking skills.

### Roles & Responsibilities

- Responsible for reviewing, tracking, and monitoring legislation that impacts the company's products and/or processes.
- Updating leadership with timely analysis and summaries of new legislation/regulations affecting the business.
- Assists in implementing changes to contracts to comply with legislation/regulations.
- Responsible for support related to litigation, mediation, arbitration, and responses to complaints.
- Renewing and maintaining company licensing.
- Drafting, filing and managing various business entity documents for corporations, LLCs and partnerships with State agencies.
- Drafting legal contracts, correspondence and other documents.

### Day-to-Day Duties

- Create organizational documents, including articles of incorporation or dissolution, stock certificates and merger agreements.
- Draft contracts, such as employment contracts and non-compete agreements.
- Create and distribute annual reports.
- Assist with paperwork needed by regulatory bodies.
- Respond to Requests for Information.
- Assist with ethics and compliance programs.
- Perform legal research.

# Intellectual Property Paralegal

An intellectual property (IP) paralegal helps lawyers with patents, trademarks, copyrights, and intellectual property litigation. An IP paralegal can assist with a variety of cases in this field. From a scientist who wants to patent their latest invention to assisting in a case where a company is being sued for infringing on copyright laws, this role includes working with different clients who are on various sides of intellectual property arguments.

A person in this role will conduct research, draft applications, manage appeals, provide status reports to lawyers, track progress, and communicate with clients daily.

Most IP paralegal job descriptions ask for a bachelor's degree and previous experience in the field. It's a growing field, too, with careers in this industry expected to increase by 10% by 2029, compared to just 4% growth in other careers. As a result, employers can expect a good pool of applicants and employees can expect competition for each job.

## Education Requirements

An intellectual property paralegal job description usually mentions a bachelor's degree in applied law or something similar as a requirement. Aside from a four-year degree, many companies ask for a minimum of one year of experience or more. Exceptions to these requirements can be made for candidates with experience working at bigger law firms.

## Essential Skills

- Familiarity with intellectual law, and the application and filing process.
- Strong organizational skills.
- Excellent communication and interpersonal skills with the ability to provide clarity to an often-complicated topic for clients.
- Multitasking skills with the ability to juggle deadlines for multiple clients at different stages of the filing processes.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Typing speed of at least 50 words per minute.
- Invoicing experience.

## Roles & Responsibilities

- Work with one or two attorneys to discuss cases and create a plan of action.
- Handle the initial meeting with clients to access their needs and report back to an attorney.
- Working with clients to obtain patents, trademarks, or copyrights.
- Filing applications and ensuring their completion.
- Research as assigned by attorneys.
- Communication with clients.

## Day-to-Day Duties

- Initial client intake and assessment.
- Draft applications for IP matters like trademarks, copyright, domain names, and design.
- Manage the back-and-forth nature of applications that includes submitting additional materials, responding to appeals, and getting additional information from the client to satisfy IP protection.
- Prepare and file legal documents for cases involving intellectual property.
- Provide legal support for discovery.
- Maintain and generate docket reports for attorneys.
- Create status reports for multiple cases that are in process.
- Coordinate with clients via phone, email, and in-person meetings.
- Provide quotes for interested clients and invoices to existing clients.
- Various secretarial work and office oversight duties.

# Real Estate Paralegal

A real estate paralegal ensures the efficiency of a law firm by providing clerical services and other supportive aid to lawyers in the real estate field. These specialized paralegals assist with legalities and regulatory compliance in the construction, purchase, and sale of property.

This work involves preparing legal documents, reviewing and researching cases, and performing basic secretarial duties like answering phones, scheduling appointments, maintaining and updating files, preparing for court, and scheduling interviews.

Real estate paralegal jobs require strong communication skills, excellent organization abilities, multitasking capabilities, and professionalism. Confidentiality is key as well, because these paralegals work with sensitive materials and case details.

## Education Requirements

Typically, a real estate paralegal resume will include a minimum of an associate degree. An ABA paralegal certification and/or bachelor's degree in paralegal studies is a plus. A paralegal's education should cover legal terminology, documents, and practices. Graduates should be able to understand the basics of a career in law and real estate paralegal jobs.

Although formal education with certifications and degrees is desirable and often required, some firms work with highly motivated individuals with minimum education. This on-the-job training becomes experience that they can list on a resume in the future.

## Essential Skills

- Excellent grasp of the English language, grammar, and legal vocabulary to create and send professional court documents.
- Above-average communication skills are needed when working on complex legal matters with clients, lawyers, witnesses, and other professionals.
- Great organizational skills are a must to maintain complicated schedules of attorneys, court documents, and day-to-day agendas that keep the office running smoothly.
- Ability to multitask. You may work with multiple lawyers on several cases at a time, so you must be able to process several tasks at once.

## Roles & Responsibilities

- Strong understanding of legal terminology and real estate verbiage.
- Attend meetings while taking and consolidating notes.
- Transcribe, proofread, and file legal documents prior to deadlines.
- Manage travel logistics for one or more attorneys.
- Answer phones and take messages.
- Manage schedules.
- Schedule court depositions, hearings, and other meetings as determined by an attorney.
- Keep and organize court files.

## Day-to-Day Duties

- Negotiate contracts with real estate agents, buyers, sellers, contractors, and title companies.
- Understand, draft, and file bankruptcy pleadings and escrow documents.
- Draft affidavits and prepare for depositions.
- Communicate effectively with insurance companies and adjusters regarding cases.
- Collaborate with landlords, real estate brokers, housing managers, and other real estate professionals.
- Maintain organization of all court cases, hearings, depositions and other court-related material.

# Personal Injury Paralegal

A personal injury paralegal assists personal injury lawyers in the direct performance of their duties. These paralegals help handle claims for injuries or accidents caused by another party. Some of their duties include helping with clerical services, supportive aid to lawyers, and court preparation.

In personal injury paralegal jobs, you may either work on the plaintiff side or the defendant side. Plaintiff personal injury law deals with the injured party, while defendant personal injury paralegals help defend the person or company accused of causing the accident.

Personal injury paralegals assist people in stressful situations. These employees must have excellent communication skills, great organizational skills, extensive knowledge of the litigation process, and professionalism. They must carefully guard the confidentiality of sensitive materials and case details as well.

## Education Requirements

Employers almost always prefer personal injury paralegal resumes with an associate's degree. Getting your ABA paralegal certification or ACP certification and a bachelor's degree in paralegal studies is attractive to law firms as well. You can add to your education as you work by taking additional courses in litigation and personal injury law.

If you lack paralegal certifications or advanced degrees, some personal injury law practices will still hire you as a paralegal intern.

## Essential Skills

- General knowledge of the medical field and insurance policies is needed in everyday tasks as a personal injury paralegal.
- Investigative skills are valued, as you may need to take photos of a scene, interview witnesses, and obtain more information on your own.
- Great communication is key, especially when it comes to confusing and complex legal documents.
- Trial preparation and expertise is important if a settlement can't be reached.
- Privacy and professionalism go hand in hand. You'll need to respect HIPAA laws and the privacy of your clients.
- Teamwork and collaborative skills are paramount in working with lawyers, clients, and employees at the firm.

## Roles & Responsibilities

- Understanding of medical terminology, common injuries, and basic human anatomy.
- Interviewing and screening prospective clients.
- Preparing witnesses and clients for depositions.
- Scheduling travel logistics for one or more attorneys.
- Transcribing legal documents.
- Scheduling court hearings, depositions, and other proceedings.
- Trial preparation.

## Day-to-Day Duties

- Understand and stay up to date with state laws governing personal injury.
- Review police and witness reports.
- Schedule medical examination appointments and follow up with clients.
- Gather and review medical reports and insurance information.
- Interview clients about accidents and injuries specific to each case.
- Basic litigation duties.



# Immigration Paralegal

An immigration paralegal works with attorneys to help immigrants become citizens. While a paralegal can't provide legal advice, they work closely with an immigration attorney to assist people with citizenship, business immigration issues, political asylum, as well as work and student visas.

Immigration paralegals are often bilingual and communicate directly with clients. In many cases, this kind of paralegal is asked to serve as a translator, which makes the ability to speak one or more languages vital to this position.

Immigration paralegals often work alongside immigration attorneys at private law firms, or for a non-profit or government agency. While many immigration paralegals work to help people become citizens, some assist lawyers who facilitate the deportation process.

## Education Requirements

Education requirements vary for immigration paralegals. Some jobs require a two or four-year degree in the field while others will accept a certification.

Knowledge of immigration law is important. Some schools offer degrees in immigration paralegal studies, while others only offer a general paralegal program instead. Obtaining a paralegal degree is suitable for this job. However, additional courses that focus on visas, deportation, asylum, and naturalization are ideal.

While many immigration paralegal job descriptions list college education or a certification as a requirement, not all do. Some small firms hire entry-level immigration paralegals and only require a high school degree.

## Essential Skills

- Clerical skills with an emphasis on case management.
- Knowledge of immigration forms, how to fill them out, and how to file them.
- Strong organizational skills to manage multiple cases at different stages.
- Communication skills to keep both the attorney and client informed of the process.
- Bilingual skills are highly sought after to provide seamless communication with clients.
- Computer skills with proficiency in Microsoft Word, Excel, and Outlook.
- Knowledge of immigration case file systems like LawLogix or INSZoom.
- Research and translation skills to understand filing requirements of various countries.

## Roles & Responsibilities

With the help of an experienced immigration attorney, an immigration paralegal will prepare and file petitions, obtain paperwork for visas, review invoices, and manage case files.

Many law firms look for bilingual candidates to bridge language barriers that may exist between an attorney and a client. While all foreign language skills are in demand in the legal field, Spanish is the most sought-after language for immigration paralegals.

Immigration paralegals usually speak with clients who inquire about legal services, and they often become the main point of contact throughout the case. Since the immigration process is complex and time-consuming, an immigration paralegal must be willing to patiently explain intricate laws, timelines, and expectations.

An immigration paralegal job posting may also ask for proficiency with specific immigration and naturalization forms like H-1B, Blanket L-1As and L-1Bs, I-140, TN and PERM applications.

Paralegals are often tasked with clerical work as well, so experience with MS Word and Outlook are valuable skills. Knowledge of specific immigration software like LawLogix or INSZoom may also be requested.

## Day-to-Day Duties

- Interviewing initial clients to understand needs and report the case status to an attorney.
- Obtaining proper documents and helping a client understand them.
- Translating the process and requirements from an attorney to the client.
- Researching requirements for asylum and refugee status.
- Obtaining visas.
- Maintaining client files online and offline.
- Updating clients on progress and explaining next steps.
- Preparing and filing paperwork.

# Document Review Attorney

A document review attorney is responsible for reviewing all documents pertaining to a court case. Most of the work happens before a trial begins, known as the pre-trial discovery process. At this stage, attorneys exchange documents, records, and evidence that they will present at trial, all of which must be reviewed. Some cases can have hundreds or even thousands of documents that must be examined.

While there is software that can aid a document review attorney with this task, he or she must look through the documents and determine what is and isn't relevant to a case.

Document attorney jobs can be full time with larger firms, or they may be taken on an as-needed basis with smaller firms, like when they take on a bigger case.

## Education Requirements

A document review attorney is detail oriented and able to inspect many different kinds of records. Everything from emails, memos, PowerPoint presentations, and witness interviews must be checked page by page.

A document review attorney will likely work with other attorneys who will try the case in court. They will provide specific directions concerning records and may even provide some training. The document review attorney must be able to take direction, communicate effectively with other attorneys, and remain focused on the task.

## Essential Skills

- An eye for detail as he or she will scan hundreds upon hundreds of documents and must be able to discern which documents are pertinent.
- EDRM (Electronic Discovery Reference Model) skills, which refers to the various stages of the eDiscovery process.
- Strong computer skills, specifically in document review software, are necessary.
- Great communication skills.
- Project management skills to stay organized and move from task to task as asked.
- The ability to work efficiently to maximize time.
- A positive attitude towards a task that's time-consuming and sometimes tedious.

## Roles & Responsibilities

A document review attorney is detail oriented and able to inspect many different kinds of records. Everything from emails, memos, PowerPoint presentations, and witness interviews must be checked page by page.

A document review attorney will likely work with other attorneys who will try the case in court. They will provide specific directions concerning records and may even provide some training. The document review attorney must be able to take direction, communicate effectively with other attorneys, and remain focused on the task.

## Day-to-Day Duties

- Code and load records into a specific software that gives the reviewer the opportunity to sort documents and focus on a smaller subset.
- Flag relevant records.
- Summarize documents.
- Highlight important pieces of a document.
- Label certain records that should be kept confidential.
- Create a log of all documents so an attorney can see what's available at a glance.
- Review the same documents multiple times. In a first pass, the reviewer may tag important records and highlight key sections. On the second, they may summarize or add notes.



## Tax Attorney

Tax Attorneys help their clients navigate and comply with the complex system of tax codes and legally take advantage of the myriad deductions, credits, and exemptions. They also represent clients in tax disputes. Tax Attorneys in private practice assist both individuals and businesses. They may also serve as corporate in-house counsel or work in the government.

Staying up to date with and interpreting the changing federal tax code constitutes a large part of the tax law profession, along with understanding the interplay between federal, state, and local laws. There are standards you must meet to show that you have met the criteria that this profession demands.

### Education Requirements

- Bachelor's degree in finance, accounting, or taxation
- Juris Doctor (JD) from an accredited law school.
- Pass the MPRE (Multistate Professional Responsibility Examination).
- State bar admission.

### Essential Skills

- Accounting and mathematical skills.
- Creative problem-solving.
- Legal and factual research skills.
- Analytical abilities.
- Excellent written and verbal communication skills.
- Strong collaborative abilities.

### Roles & Responsibilities

- Represent clients in court cases regarding tax-related legal disputes.
- Negotiate tax-related compromises with the IRS on behalf of their clients.
- Provide guidance on how to structure the purchase and sale of a business by looking at the seller's debts, liabilities, finances, and assets.
- Monitor legislative developments and advise clients with respect to the potential impact of pending legislation on their businesses and their personal finances.

### Day-to-Day Duties

- Conduct legal research using computer databases.
- Read extensive material regarding tax law changes.
- Litigate tax disputes in court if necessary.
- Write and file motions and court briefs.
- Structure, negotiate, and document business entities.



## Family Law Attorney

Family Law Attorneys focus on issues that impact families such as divorce proceedings, adoptions, and child custody. Common tasks include drafting custody agreements, wills, prenuptial agreements, and other documents. These attorneys play a vital role in helping people navigate some of the more poignant periods of their lives, using vast legal expertise and extraordinary empathy.

Family Law has much to offer and supporting clients in even the most difficult cases can be deeply rewarding. Attorneys practicing this type of law can represent clients in family court proceedings or in related negotiations. It remains a crucial legal specialty, covering issues core to a society's culture and values.

### Education Requirements

- Bachelor's degree in law.
- Juris Doctor (JD) from an accredited law school.
- State bar admission.
- A minimum of 3+ years' experience in family law.

### Essential Skills

- Strong interpersonal skills.
- Efficient time management.
- Critical thinking.
- Multitasking abilities.
- Skilled in negotiation, debate, and persuasion techniques.

### Roles & Responsibilities

- Provide representation for clients in court in legal cases as pertains to family law.
- Uphold a steady schedule of hearings, court appearances, and conferences.
- Attend trials and court proceedings.
- Oversee and manage the legal issues that transpire between people who are members of the same family.

### Day-to-Day Duties

- Advise staff on legal matters and interpret laws.
- Interact routinely with caseworkers, supervisors, program directors and program administrators.
- Supervise and direct mediation sessions, and offer effective legal advice.
- Organize and record all official documents required to file cases.
- Update clients regularly about their cases.



# Defense Attorney

Whether dealing with criminal or civil cases, a Defense Attorney is an advocate for the accused, responsible for protecting their client's interests. When individuals or corporations are brought before a court as the defendant, they are at risk of having a judgment made against them. In both types of cases, it's the job of a Defense Attorney to represent their clients in court. Although a Defense Attorney may represent either criminal or civil defendants, they typically specialize in representing just one type of defendant.

Defense Attorneys develop relationships with clients as they establish legal needs, provide counsel, and help them understand their legal options. They also conduct research, prepare legal documents, and perform other duties to ensure that clients receive the best and most cost-effective legal solutions.

## Education Requirements

- Bachelor's degree.
- Juris Doctor (JD) from an accredited law school.
- State bar admission.

## Essential Skills

- Excellent written and verbal communication skills.
- Strong research and public speaking skills.
- Superior decision-making and problem-solving skills.
- Ability to work autonomously or with a team of attorneys to develop case strategies.
- Adaptable, with a strong attention to detail.

## Roles & Responsibilities

- Conduct research and analyze a case to determine a probable outcome while devising an effective strategy to defend your clients in court.
- Represent clients at arraignments, hearings, and court trials.
- Interpret laws for clients and help them to understand their legal options.
- Present evidence to a judge and/or jury should the case go to trial.
- Develop strategies to resolve cases as favorably and cost-effectively as possible for clients.
- Develop arguments and represent clients in criminal and civil legal proceedings.

## Day-to-Day Duties

- Aim to resolve cases as quickly and favorably as possible.
- Prepare and draft legal documents, including legal briefs and appeals.
- Negotiate plea deals, punishments, and settlements.
- Undergo ongoing training to stay updated about changes and new developments in the legal field.
- Stay informed about current legislation, especially concerning legal specialties.



## Insurance Attorney

Insurance Attorneys protect their clients' rights over the course of an insurance claim. They handle several aspects of an insurance claim from accident or damage reconstruction to negotiations. Insurance Attorneys may give legal advice, prepare legal documents, perform legal research, draft crucial case documentation, and deliver coverage opinions.

An Insurance Attorney typically works at a law firm full-time in a corporation's legal department, a non-profit organization, or government agency. They generally do not take a salary. Instead, they get paid on contingency fees by a percentage if they win your case.

### Types of claims that insurance lawyers handle include:

- Property damage claims
- Car accident cases
- Health insurance benefits
- Disability cases
- Business liability claims.

### Education Requirements

- Bachelor's degree.
- Juris Doctor (JD) from an accredited law school.
- State bar admission.

### Essential Skills

- Analytical and research abilities.
- Detail oriented.
- Organizational skills.
- Persuasive communication.
- Superior written communication skills.
- Interpersonal skills.

### Roles & Responsibilities

- Research specific federal, state, and local laws.
- Handle negotiations and communications on behalf of the client.
- Represent the clients' cases in civil court if necessary.
- Help oversee insurance firm paralegals, litigation associates, administrative staff, legal assistants, and others, as assigned.
- Develop and carry out promising legal defense strategies by performing legal research, auditing for coverage issues, and drafting legal documents.
- Weigh all available options for successful insurance case first-party action and advise clients accordingly.

### Day-to-Day Duties

- Collect and review the facts of the case.
- Identify at-fault parties and hold them accountable.
- Determine the fair value of an insurance claim.
- Provide ongoing legal advice to clients.
- Prepare all necessary legal documents for policyholders and cases, including briefs, motions, pleadings, and correspondence.



## Staff Attorney

“Staff Attorney” is a catch-all phrase describing lawyers who dedicate their services to a specific organization. This may include a corporation, government entity, academic institution, or not-for-profit. They use their legal expertise to help deal with day-to-day legal issues with which their organization needs regular assistance. A Staff Attorney’s duties include research, analysis and writing about complex legal issues.

Given the wide range of potential employers, the day-to-day duties of a Staff Attorney employed by a legislative body, for example, may vary considerably from the responsibilities of a Staff Attorney at a corporation down the street. It all depends on what legal services the organization needs on an ongoing basis.

### Education Requirements

- Juris Doctor degree.
- State Bar admission.
- 3 years of prior associate-level experience in a particular area of expertise.

### Essential Skills

- Exceptional negotiation and interpersonal communication.
- Meticulous, detail-oriented approach to work matters.
- Up-to-date understanding of the key legal issues germane to an organization
- Ability to communicate persuasively — in writing, speaking, and via audio-visual technologies.

### Roles & Responsibilities

- Develop and conduct in-house presentations for training or professional development.
- Advise executives on the potential legal ramifications of proposed organizational policies and procedures.
- Protect an organization’s rights in its interactions with external parties.

### Day-to-Day Duties

- Perform factual and legal research and analysis.
- Attend legislative committee meetings, and prepares legislation.
- Draft and reviews contracts, employment agreements, and a wide variety of legal correspondence.
- Review documents at the request of a partner.



## Benefits of Working with a Recruiter

As a legal professional with the right mix of skills and experience, you're a hot commodity. The skills gap in the industry is fueling competition among employers, which means greater opportunities for candidates. Generous bonuses and greater professional development opportunities are more commonplace and working with a recruiter is more valuable than ever.

### **Employers are outsourcing hiring**

Reviewing resumes and screening candidates is time-consuming, and the cost of making a bad hire can cost hundreds of thousands of dollars. That's why more employers are trusting third-party recruiters to take care of their hiring. The initial interviewing and screening allow hiring managers to focus on their other priorities. Hiring managers are then exposed to only the most qualified candidates.

This means many of the best positions aren't found on a job board or a company's careers page. These positions are often only revealed when working with a recruiter. Specifically, by working with a recruiter who specializes in the legal industry. Unless you're working with a well-connected recruiter, you might miss out on your dream job.

### **Recruiters know what employers want**

Yes, there are career opportunities made possible by the skills gap, but employers still spend time, attention, and resources to avoid costly hiring mistakes. While presenting yourself as the ideal candidate, you may unknowingly sabotage yourself.

A recruiter can work with you to determine in which areas you excel. Recruiters also know how to clean up any areas that need a little polishing. They can get you feedback from interviews that you may otherwise not be privy to. This way, you'll know what the employer thinks you did well or where you fell short. This insight can be invaluable as it can help you avoid making the same mistakes in the next interview or how to adjust before you accept an offer.



### **Using a recruiter is a better use of your time**

Job searching alone is time-consuming, particularly if you're currently working. On your own, you may be able to apply and talk to three companies a week. Working with a recruiter, you could reach ten times as many employers in the same amount of time. Since that's their full-time job, recruiters work 40+ hours a week to get candidates hired. It will save you time and as a candidate, it costs nothing. That's a pretty good return on investment.

### **Negotiate a higher salary, as well as better benefits and perks**

While we are all for initiatives that reward loyalty, it must be said that switching jobs typically means a big boost in pay. If you've been with your current employer for a while, you've probably been receiving cost of living adjustments and promotions amounting to three to ten percent per year. But when you switch jobs, you could be looking at up to a 15 percent increase or more. If you're not up to date on current salary ranges and bonuses, you could end up leaving money on the table. A recruiter, on the other hand, is keenly aware of the going rate for your skill set and experience and can help negotiate to make sure you're paid what you are worth.

With the demand for talent outpacing supply, especially for experienced legal talent, candidates have a real opportunity to benefit from higher salaries and other perks. Working with an experienced, connected recruiter can help you take advantage of this job market by connecting you to excellent opportunities and competitive pay in far less time than it would take to conduct a job search on your own.

LHH is plugged in to the legal world and has offices all over the country, with recruiters specializing in your market. Visit [LHH.com](https://www.lhh.com) to get connected with a recruiter today!

At LHH, we exist to help people, teams and organizations find and prepare for what's next. Our end-to-end HR solutions future-proof organizations and careers all over the world. Through Career Transition & Mobility, Leadership Development and Recruitment Solutions, we enable transformation, and our job is never done because there's always another tomorrow to prepare for.

We make a difference to everyone we work with, and we do it with local expertise, backed by global infrastructure and industry-leading technology. LHH's over 8,000 colleagues and coaches span over 60 countries worldwide, working with more than 15,000 organizations, a majority of Fortune Global 500, and nearly 500,000 candidates each year. Together we address needs across the entire talent journey, helping organizations build their capabilities and individuals build brighter futures. There is a world of opportunity out there. Let's get to work.

LHH is a part of the Adecco Group, the world's leading talent advisory and solutions company, headquartered in Zurich, Switzerland.

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