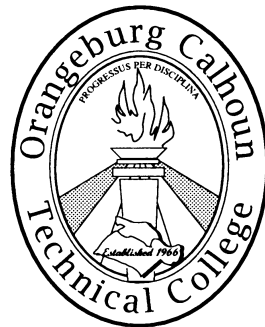


**LEGAL ASSISTANT/PARALEGAL
COMPETENCY PROFILE**



ORANGEBURG-CALHOUN TECHNICAL COLLEGE

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www.octech.edu

10/13/05

LEGAL ASSISTANT/PARALEGAL

COMPETENCY PROFILE

A Legal Assistant/Paralegal will assist in a legal office with basic legal functions, including investigation, trial preparation, document handling, and general office management.

A. DEVELOP INVESTIGATING SKILLS	A-1 INTERVIEW AND TAKE STATEMENTS	A-2 RECORD INFORMATION	A-3 COLLECT BASIC INFORMATION, <i>e.g. Police Files, Medical Records, Public Records</i>	A-4 UTILIZE A CHECKLIST FOR MATERIALS	A-5 TAKE BASIC PHOTOGRAPHS	
B. PRODUCE DOCUMENTS	B-1 DEMONSTRATE COMMAND & CORRECT USAGE OF ENGLISH LANGUAGE	B-2 DEVELOP ADVANCED WRITING SKILLS	B-3 USE CORRECT FORMAT AS OUTLINED BY SCRPC	B-4 DRAFT PLEADINGS, AFFIDAVITS, DEEDS, WILLS & MORTGAGES	B-5 UNDERSTAND RULE 5 OF THE CRIMINAL RULES OF PROCEDURE (Disclosure)	B-6 COMPLETE FORMS
C. UNDERSTAND DOCUMENT HANDLING	C-1 EXHIBIT KNOWLEDGE OF RULES, PROCESS, LAW, AND SERVICE	C-2 DETERMINE WHEN & WHERE TO FILE	C-3 DETERMINE WHO RECEIVES ORIGINALS AND COPIES	C-4 SUMMARIZE DEPOSITIONS	C-5 FOLLOW CHECKLIST INSTRUCTIONS FOR OPENING & CLOSING FILES IN ALL AREAS	C-6 COORDINATE & FACILITATE REAL ESTATE CLOSING CHECKLIST
D. LEARN & CONDUCT LEGAL RESEARCH & UNDERSTAND THE TERMINOLOGY	D-1 USE LIBRARY SKILLS, TO INCLUDE COMPUTER ON-LINE/CD ROM AND RESEARCH PROGRAMS	D-2 CONDUCT INTERNET RESEARCH	D-3 DIFFERENTIATE STATUTE, CASE REGS	D-4 DEVELOP RESEARCH WRITING SKILLS	D-5 USE BLUE BOOK (CITE FORM)	D-6 PREPARE TITLE ABSTRACT *
	D-7 PREPARE TITLE INSURANCE & BINDERS	D-8 UNDERSTAND LAW TERMINOLOGY AND ITS APPLICATION	D-9 LOCATE & USE RESOURCES			

E. PREPARE FOR TRIAL	E-1 ORGANIZE FILE	E-2 PREPARE TRIAL DOCUMENTS	E-3 SEND NOTICES TO PARTICIPANTS & COURTS	E-4 PREPARE & SERVE SUBPOENAS	E-5 PREPARE CLIENT & WITNESSES	E-6 PREPARE TRIAL NOTEBOOKS
	E-7 PREPARE EXHIBITS AND DETERMINE EQUIPMENT NEEDS e.g. PowerPoint presentation	E-8 MAKE TRAVEL ARRANGEMENTS	E-9 RESEARCH JURY	E-10 MAINTAIN COURT ROSTER	E-11 PREPARE FOR ADMINISTRATIVE HEARINGS	E-12 DEVELOP NOTE TAKING SKILLS
F. PERFORM ADMINISTRATIVE DUTIES	F-1 DETERMINE COST	F-2 DETERMINE WHAT CLIENT IS WILLING TO PAY FOR	F-3 OPEN FILE	F-4 GATHER MATERIALS FOR CONFLICTS CHECK	F-5 DEVELOP TIME RECORD KEEPING SKILLS (Billing Purpose)	F-6 DOCUMENT TIME (DAILY) FOR BILLING
	F-7 MAINTAIN PERSONAL & OFFICE CALENDAR	F-8 UNDERSTAND/USE TASK CODES (ABA)	F-9 FOLLOW ABA BILLING PROCEDURES	F-10 SCHEDULE/ALLOCATE SPACE	F-11 INVENTORY SUPPLIES & EQUIPMENT/MAKE REQUESTS	F-12 ANTICIPATE HUMAN RESOURCE NEEDS
	F-13 PRACTICE BASIC BOOKKEEPING	F-14 INDEX, CROSS INDEX, INDEX BY SUBJECT				
G. LEARN & DEVELOP COMMUNICATION SKILLS	G-1 * DISPLAY BASIC COURTESY BY PERFECTING SOFT SKILLS e.g. telephone manners	G-2 * USE GOOD GRAMMAR	G-3 USE COMMUNICATION TECHNOLOGY	G-4 ORIGINATE BASIC LETTERS	G-5 PRACTICE LISTENING SKILLS	G-6 EXHIBIT GOOD PRESENTATION SKILLS
	G-7 DEVELOP PROOFREADING SKILLS					
H.	H-1	H-2	H-3	H-4	H-5	

DEVELOP ORGANIZATIONAL SKILLS	PRIORITIZE WORK	PRACTICE TIME MANAGEMENT	ANTICIPATE NEEDS/PROBLEMS	MAINTAIN DEADLINE LOGS	USE DOCUMENT CONTROL SYSTEMS (MANUAL & COMPUTERIZED)	
I. KNOW THE RULES OF ETHICS	I-1 * UNDERSTAND RULES OF ETHICS	I-2 DELINEATE WHAT A LEGAL ASSISTANT/PARALEGAL CAN DO & CANNOT DO	I-3 * PRACTICE RESTRICTIVE COMMUNICATION RULES	I-4 EXHIBIT KNOWLEDGE OF ESCROW ACCOUNT & MAINTENANCE OF ESCROW ACCOUNT		
J. LEARN AND USE COMPUTER SKILLS	J-1. ACQUIRE WORKING KNOWLEDGE OF WORDPERFECT/WORD, ETC.	J-2. USE WINDOWS APPLICATIONS	J-3 DEMONSTRATE BASIC COMPUTER KNOWLEDGE	J-4 * DEMONSTRATE ADVANCED TYPING SKILLS (60WPM)	J-5 ACQUIRE KNOWLEDGE OF BACKUP, STORING & RETRIEVING DOCUMENTS	J-6 ACQUIRE KNOWLEDGE OF DATA BASE & SPREADSHEETS
	J-7 USE COMPUTERIZED CROSS REFERENCING					
K LEARN PROFESSIONAL SKILLS	K-1 READ AT HIGH LEVEL OF COMPREHENSION	K-2 BE FLEXIBLE	K-3 ACT ON SIMPLE SUGGESTIONS	K-4 EXHIBIT PROFESSIONAL PERSONAL ATTITUDE	K-5 PRACTICE DECISION MAKING	K-6 BE A TEAM PLAYER
	K-7 PRACTICE PROBLEM SOLVING SKILLS	K-8 DEVELOP PERSONAL INTERVIEWING SKILLS	K-9 DEVELOP ANALYTICAL SKILLS	K-10 RECEIVE CONSTRUCTIVE CRITICISM	K-11 EXHIBIT PROFESSIONAL IMAGE AT ALL TIMES	K-12 BECOME A DEPENDABLE PERSON
	K-13 BE RESOURCEFUL & TAKE INITIATIVE	K-14 WORK INDEPENDENTLY	K-15 KNOW GEOGRAPHIC AREA FOR GIVING DIRECTIONS	K-16 DEVELOP MAP SKILLS	K-17 FOLLOW DRESS CODE	K-18 DEVELOP LEADERSHIP & SUPERVISORY SKILLS

L UNDERSTAND THE FIELDS OF LAW	L-1 UNDERSTAND THE BASIC COURT SYSTEM	L-2 ACQUIRE BASIC KNOWLEDGE OF FAMILY LAW	L-3 ACQUIRE BASIC KNOWLEDGE OF BUSINESS LAW	L-4 ACQUIRE BASIC KNOWLEDGE OF CRIMINAL LAW	L-5 ACQUIRE BASIC KNOWLEDGE OF REAL ESTATE LAW	L-6 ACQUIRE BASIC KNOWLEDGE OF PROBATE LAW
	L-7 ACQUIRE BASIC KNOWLEDGE OF CIVIL LAW	L-8 ACQUIRE BASIC KNOWLEDGE OF TAX LAW	L-9 ACQUIRE BASIC KNOWLEDGE OF SOCIAL SECURITY & HEALTH CARE LAWS	L-10 ACQUIRE BASIC KNOWLEDGE OF BANKRUPTCY LAW	L-11 ACQUIRE BASIC KNOWLEDGE OF WORKERS COMPENSATION	

** Denotes skill development that should be emphasized throughout the curriculum*

THIS DACUM WAS CONDUCTED ON OCTOBER 13, 2005 AT ORANGEBURG-CALHOUN TECHNICAL COLLEGE

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SC CENTER FOR EQUAL JUSTICE

IST CURCUIT SOLICITOR'S OFFICE

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HORGER, BARNWELL & REID

SC CENTER FOR EQUAL JUSTICE

HORGER, HORGER & JUSTICE