



Top 5 Qualities of Successful Paralegals

Paralegals are a crucial part of a legal team. They are knowledgeable, hard-working, and collaborative, and they are integral to keeping the practice of law running smoothly. But what traits are most desirable in a stellar paralegal? Here are the top five:

OUTSTANDING COMMUNICATOR

Communication is fundamental to the legal industry. Paralegals regularly discuss a range of subject matter with attorneys, clients, experts, opposing counsel, and other parties.

Written communication is also essential. As a paralegal, you may draft resolutions, briefings, contracts, and other legal documents. You will also be responsible for crafting emails and notices to clients and opposing counsel.

TECH-SAVVY

Legal technology is constantly evolving, so a keen paralegal must be able to keep up. Technology applications run the gamut from legal administration (such as e-discovery and e-filing) to research (particularly Lexus/Nexus and Westlaw).

MULTI-TASKER

Paralegals oftentimes work for multiple attorneys, and they frequently manage several cases simultaneously. As a paralegal, you will need to continuously prioritize firm deadlines. It is also helpful to be able to anticipate what might be coming next so that you are always prepared.

TEAM PLAYER

Paralegals regularly work in legal teams with attorneys, legal secretaries, file clerks, administrators, and others. You must be able to work well with others, even under stressful, time-sensitive circumstances.

DETAIL-ORIENTED

It's important to review legal documentation, including citations, exhibits, and briefs for accuracy. These documents can range from a single page to hundreds of pages, so you will need patience and consistent attention to detail to ensure each element is correct.

You will also be responsible for maintaining robust, easy-to-navigate files. Keeping track of files and particular documents is key to excellent case management.

Are you ready to take on the role of paralegal? Would you like to know more about what a day in the life of a paralegal is like? If so, please join us for a **Paralegal Career Panel on Thursday, March 1, 2018 from 4:30 - 6:00 in Snohomish Hall, Room 338**. You will hear from legal professionals about the realities of working in the legal field. You can also get answers to your questions and directly learn what employers are seeking in a qualified paralegal.

For other job-related assistance, please feel free to contact us.

Career Action Center: Mountlake Terrace Hall 130 | Open M-F, 9-5
Resource Room: Mountlake Terrace Hall 138 | Open M-Th, 9-4; F, 9-3
Phone: 425.640.1256
Email: careeractioncenter@edcc.edu