

1: Corporate Paralegal Salary | PayScale

The Employment Practice Group, a part of the Labor, Employment and Benefits section of the Law Department, provides legal advice and counsel regarding Sponsored - save job Company Need Experienced Employment Law Paralegal.

Government Paralegal Job Description The labor and employment paralegal is a specialized field with many sub-specialties of labor and employment law. Choosing to go into this field will require the paralegal to become well versed in court proceedings and procedures pertaining to employment. They will also need to have knowledge of current labor laws and practices. The employment and labor law paralegal will assist both the employee and their employer in issues regarding employment practices. They may also work with attorneys who represent the employer. Working with employers, the paralegal will help with compliance pertaining to labor law and assist with unfair practices. As with other paralegals, they will also spend a good amount of time handling documents. They may also assist in labor strikes and work with unions or work to resolve unemployment and insurance disputes. **Skills** A well-qualified employment and labor paralegal will possess a variety of skills. They must have good knowledge of legal terms and procedures pertaining to this niche field. They will also need to understand general law office standards and protocols. They must have a good understanding of office procedures and office technology including case management software. Because the paralegal will manage time sensitive documents and requests, knowing how to prioritize and organize is vital. This position also requires the paralegal to work well in a team atmosphere that may be under pressure or emotionally charged. Knowing how to manage and work well with a variety of people is also important. Their role will usually require meeting with outside organizations, employees, union leaders, court representatives, mediators, and other people involved in resolving labor and employment issues. **Education Requirements** While there may not be mandatory requirements to enter this field, usually employers set the standards. Education is often a requisite for employment. The educational track for a labor and employment paralegal may be a certificate program, an associates or bachelors degree, or as an add-on to an existing degree. Schools that offer these programs are available at traditional colleges, online, or with a combination of distance learning courses and in-class meetings.

2: Employment Law Paralegal Jobs, Employment | www.enganchecubano.com

An employment law paralegal is a paralegal who works in the area of employment and labor law. Employment law paralegals assist attorneys who specialize in employment and labor law, including addressing issues such as compensation, workplace safety, layoffs, trade secret theft, and labor disputes, among others.

See all Letter Examples Composing a cover letter is among the essential tasks jobseekers must undertake to increase their chances of success. Your cover letter should offer the top reasons that make you a great candidate for the position. Do customize your letter. To save time, you can start by creating a basic template, then adjust it for each individual employer. What qualities do law firms want to see in their paralegals? This thought process can give you insight into which abilities and experiences to highlight. Most employers want it even shorter than that. Do review your letter for typos, errors, and awkward phrases. Paralegal Advice The cover letter examples below will help you create an effective paralegal cover letter. Use these samples as a guide when crafting your own cover letters, and get hired faster! Take your job search to the next level by taking a look at the following short guide about how to find work. Incorporate elements of your chosen field into your applications. Research the unique hiring practices and expectations for the job you want and let this information guide how you apply. This will lead to much stronger applications. Make an effort to keep a positive attitude. The average job search is getting longer, but you cannot afford to become discouraged. Employers are looking for workers that are confident and optimistic. Use your network to your advantage. Take time to build your network as you seek work. You never know when a connection you make may lead to the job you have been searching for. Everyone you meet is a potential lead. Research all your options. You may have a first choice for the position you want, but there are many jobs that will benefit your career. If you are having trouble being hired, you should already be familiar with other positions that will make it easier to acquire your desired job later. Many applicants are filtered out of consideration simply because they give up. Until you are given a definitive answer, you should never assume you did not get the job and continue to follow up with phone calls. Create My Cover Letter Paralegal Job Seeking Tips One of the most important aspects to keep in mind when looking for jobs as a Paralegal is how strong your cover letter is. Some of the universal rules that you should follow are detailed below. Be active when writing. Employers are most interested in the actions you have taken when working. Be sure to extensively use strong action verbs, especially when detailing your work history. Emphasize that you are an active worker. Prioritize your experience and accomplishments sections. Because these are the sections that include information about your previous working experiences, they are the most important. Ensure that they include the most information and that they are strong. Be as specific as possible. Show that you know the field that you are trying to enter. Every position has unique attributes, so you should be slightly reworking your cover letter for each application to make it as relevant as it can be. Find a way to stand out. You are going to have a lot of competition, so you need to be memorable. Remember that there are strict format restrictions, so the content of your cover letter should be the unique and interesting aspect. Analyze the surface appearance of your cover letter as well. While the content is more important, the organization of information will still influence the first impression you make. Find and eliminate all instances of gaps, wasted space, large blocks of text, and typographical errors.

3: Writing Paralegal Resumes for Experienced and New Paralegals

The Employment Practice Group, a part of the Labor, Employment and Benefits section of the Law Department, provides legal advice and counsel regarding.

Tips for experienced and new paralegals. Chin Web Exclusive Many paralegal students who have just graduated from college or who have completed a paralegal studies program most likely are searching for their first paralegal jobs. Experienced paralegals also might be looking to change jobs. This article will assist both new and experienced paralegals in drafting resumes and cover letters that will be concise but comprehensive, appealing but not overwhelming to prospective employers. Sample paralegal resumes and cover letters also are included. Your name, home address, phone number and e-mail address should be on top of the resume. Use more common computer fonts, such as point Times New Roman. Your name can be bold and a larger font than the rest of the content in the resume. Try to keep the resume to one page, if possible. Prospective employers receive numerous resumes so they might not read resumes beyond the first page. Many resumes usually contain four to five sections. Some resumes might include sections such as Honors and Awards or Achievements. For the purpose of this article, I have concentrated on these sections: This is important for several reasons. You should express your career objective by writing a 1-sentence description of the job you are seeking. If you are unsure of the area of legal practice in which you want to specialize, focus your objective to a general practice of law. Some examples of career objectives are: This section is an important part of the resume for those new paralegals who have just completed their education. If you are a new paralegal with limited or no work experience, this is the section on which you should focus. Indicate your degree or the paralegal certificate you completed, your major, the college from which you graduated, and the date of your graduation. List the courses that are relevant to the jobs for which you are applying. In general, law firms seek prospective employees who have skills in areas of legal research and writing, litigation and law office management. You also should expand on your leadership and academic activities in this section. List your membership in all student and academic organizations. Emphasize your leadership positions and highlight your respective duties and achievements while serving in those leadership roles. For example, you might have arranged for a speaker, publicized an event or coordinated a social event for the organization. Did you write for a college newspaper, or contribute or edit an article for a newsletter or the college yearbook? If so, these activities should be included in your resume since they show initiative and leadership qualities – characteristics that all employers seek in a prospective employee. This section is the meat of a resume. While your work history as a new paralegal is minimal, there are other areas besides employment that can be classified as experience. Serving in an internship program is an excellent way to highlight your duties and responsibilities as well as the skills you obtained. Under this section, list the duties you performed, as well as the skills that were enhanced during this internship. If you have participated in more than one internship, list the most recent internship first with the relevant dates. Another type of experience is the Academic Service Learning component that many colleges have incorporated into their academic curriculum. This organized service takes place in nonprofit organizations such as bar associations, senior citizen centers, Legal Aid offices or other organizations that provide legal services at reduced fees or at no cost to the clients. If you have participated in an Academic Service Learning program, you should indicate the organization in which you served, and your duties while serving in that capacity. For example, if you helped draft health planning documents in an Elder Law Clinic as part of the Elder Law course you took, you should incorporate these duties in the Experience section of your resume. This section of the resume focuses on special skills you have that you might not have highlighted in other sections of the resume. Are you familiar with Microsoft Word? Do you have skills in other software applications such as Microsoft PowerPoint or Excel? Are you proficient in a foreign language? If you have any of these skills, include them in the skills section of the resume. However, be honest in assessing your proficiency. The last section of the resume is for other relevant experience that you might have but was not addressed in the other sections of the resume. For example, if you demonstrated leadership skills while serving in a civic or community project or activity, then certainly include

this experience. The purpose of the cover letter is to convince the employer to read your resume and invite you for an interview. Therefore, like the resume it has to be error-proof and neat. It should be well-written since employers are seeking paralegals with good writing skills. The cover letter should have the following information: Try to get the exact name of the person to whom you are writing since this will be more personal. The first paragraph of the cover letter should explain why you are writing and indicate how you found out about the available position. Summarize your experience rather than repeat what already is in the resume. Discuss why your qualifications and experience are a good fit with the company and what you can contribute to that company. The final paragraph closes the letter by thanking the employers for their consideration of your application and notifying them where they can contact you for an interview. Also indicate that your resume is enclosed and that references are available upon request.

Resumes for Experienced Paralegals Many of my recommendations for resumes for experienced paralegals are similar to resumes for new paralegals. Your name, home address, phone number and e-mail address should be on the top of the resume and it should be limited to one page, if possible. Resumes for experienced paralegals should contain the following or similar sections:

This is important for experienced paralegals. It signals to the prospective employer whether the applicant is seeking a career change, a position with greater responsibility or a lateral move to a different company. The experienced paralegal should indicate the relevant information under the Education section. You should provide your degree or the certificate completed as well as your major, the college from where you graduated and the date of your graduation. List any awards and honors you received upon graduation. Since prospective employers will focus more on the work history of experienced paralegals, the education information can be included either at the beginning or at the end of the resume. For the experienced paralegal, this section of the resume is the most important information provided by the applicant in engaging the interest of the prospective employers. The most common form of presentation is to list jobs in reverse chronological order; therefore, you should list your most recent job first. Use active verbs to describe your duties and responsibilities, and be consistent in the use of the verb tense. This section is where you can highlight your technological skills. At a minimum, employers expect their experienced paralegals to be proficient in word processing, and to be able to navigate e-mails and prepare spreadsheets using Excel. Do you have computer-assisted research skills using Westlaw or Lexis? Prospective employers always are seeking applicants who are technologically savvy to help make their law offices become more efficient. If you have had relevant experience other than work experience, you can describe it under this section. Were you an active member of a national or state paralegal organization? Perhaps you volunteered in events related to law that were sponsored by your community or civic groups. These all are activities to stress in your resume. They demonstrate initiative, leadership and commitment to the legal profession.

The Cover Letter from Experienced Paralegals The cover letter is your initial introduction to the prospective employer. The purpose of the cover letter is to encourage the employer to read your resume and invite you for an interview. Therefore, like the resume, it has to be error-proof, neat and well-written. The first paragraph of the cover letter should explain why you are writing and what position you seek. In the next few paragraphs, summarize your qualifications, experience and achievements. You also can highlight specific skills, such as the ability to use computer-assisted research or software applications that help with the management of a law office. The final paragraph closes the letter by thanking the employers for their consideration of your application and notifying the employers where they can contact you for an interview.

4: How To Become An Employment Law Paralegal | Legal Assistant, Salary, Training, Outlook

Paralegals in employment and labor law may find meaningful work in labor bureaus and the civil rights divisions of state attorneys generals' offices and also lend their expertise to local law departments and city attorney's offices that focus on labor and employment law issues.

They are expected to have in-depth knowledge of current labor laws and practices. Generally, they assist labor relation lawyers to carry out their day to day operations. The professional does assist both the employer and employee issues regarding employment practices. They may also work with other attorneys who represent employers, in this regard; the paralegal does help the employer with compliance matters regarding labor law and unfair practices. They may also assist in labor strikes and also work with both employers and employees to resolve insurance and unemployment disputes which may arise from time to time. A well qualified labor and employment paralegal is also expected to possess a variety of skills. First and foremost, they must possess thorough knowledge of procedures and legal terms that pertain to this niche field. They are also expected to fully understand and appreciate general law office protocols and standards. They should also be adept at using office technology including case management software and also be willing to not only promote but also follow office procedures. Because they will be inadvertently managing time sensitive requests and documents, they must also be able to effectively prioritize tasks. A good employment paralegal should also be a team player and know how to work with different people with varying personalities. Because their role will require meetings with other organizations, union leaders, mediators, court representatives and other employees who are involved in resolving employment and labor issues. Making it one of the highly sought after specializations in the profession. A report from the U. This growth figure does imply that the profession is on a growth trajectory. For those who are keen on joining this profession, here are some valuable tips on how to become an employment law paralegal. The educational track for a labor and employment paralegal does follow what can be termed as the standard paralegal track. This may take the form of a certificate program, an associates or bachelors degree or simply as an add-on to an existing degree in a different unit or course. Most of the schools that offer these programs are at community colleges, traditional colleges, online schools or even a combination of both in-class and distance learning units. The associate degree course usually takes two years and is by the most common entry point for many paralegal professionals. The courses offered include both core and elective units which allow students to specialize in a line that they prefer or desire to practice in. Some of the units covered in these programs include introduction to the law, legal research, writing and civil litigation, professional responsibility and legal ethics. Before they successfully graduate, students are expected to accumulate credit hours. Students are taught both elective and core courses with most schools expecting their students to start specializing during their third year, this does give them two years to concentrate on an area of interest. This is mainly due to the intensity of the course and the wide array of topics that they cover during the four year period when they are in school. By Mansi Aggarwal When choosing to pursue a career as a paralegal online, it is important to understand how online paralegal schools work. In this article I will go over this in detail. Paralegal Degree Online Is As Prestigious As Regular Degrees By Ricky Lim Many people have goals in the paralegal profession, and if they want a good education in the same field before starting off, then a good paralegal degree online will be a great option. Not only does it have all the material that is required to study, it also offers flexible schemes. Right from payment methods to study hours, it will all be flexible.

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Job Description. The labor and employment paralegal is a specialized field with many sub-specialties of labor and employment law. Choosing to go into this field will require the paralegal to become well versed in court proceedings and procedures pertaining to employment.

These departments also represent the company in the event of any legal actions. A corporate paralegal typically works in this legal department to assist the attorneys with a variety of tasks. Usually, the paralegal assumes office administrative tasks such as document drafting and categorization. The paralegal also helps perform research and assists with interviews and pre-interviews. Corporate paralegals must be fluent in a variety of office computing software and are typically be expected to use and design spreadsheets for attorneys in the department. The paralegal also must be organized, as they may work with multiple attorneys dealing with a variety of simultaneous issues. The paralegal is expected to keep all data and information organized and must be able to produce this necessary documentation quickly on the demand. A corporate paralegal typically works regular business hours in an office environment. Instead, a person interested in employment in this field usually receives relevant education and certification from a technical or vocational school. Direct and coordinate law office activity, including delivery of subpoenas. Call upon witnesses to testify at hearing. Investigate facts and law of cases to determine causes of action and to prepare cases. Gather and analyze research data, such as statutes, decisions and legal articles, codes and documents. Plan your career path. Drag job titles to investigate a particular path and click on a link to see where particular career can lead. As Corporate Paralegals transition into upper-level roles such as Attorney, they may see a strong upturn in salary. Corporate Paralegal Job Listings Popular Skills for Corporate Paralegal This chart shows the most popular skills for this job and what effect each skill has on pay. Survey takers working as Corporate Paralegals report using a large range of professional skills. Most notably, facility with Securities Compliance, Corporate Governance, and Contract Negotiation are correlated to pay that is significantly above average, leading to increases of 52 percent, 9 percent, and 4 percent, respectively. Skills that are correlated to lower pay, on the other hand, include Mergers and Acquisitions, Contract Management, and Legal Document Review. Average total compensation includes tips, bonus, and overtime pay. Pay Difference by Location.

6: Labor Law | What is a Paralegal? | What does a Paralegal do?

*Employment Law for the Paralegal [Peggy Kerley] on www.enganchecubano.com *FREE* shipping on qualifying offers. This practical text covers the laws and applications relating to employment and employment law.*

7: Employment/Labor Law Paralegal Jobs and Career Info

Labor law is often referred to as employment law is a branch of contract law that covers issues arising from the relationship between employer and employee. From wages and hours to employment discrimination and the regulation of working conditions, labor law covers a wide gamut of issues, making paralegals with experience in this specialty a.

8: Online Paralegal School - Paralegal Specialty Courses - Employment Law - National Paralegal College

Employment Law Certificate Course Our Employment Law Certificate Course is a distance learning or independent study course designed for individuals pursuing careers in law and human resources. The course is affordable and available in various formats through hundreds of partner colleges and universities.

9: Best Paralegal Cover Letter Examples | LiveCareer

Paralegal jobs are found in many types of organizations but most find employment in law firms, corporate legal

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departments and government offices. Paralegals and legal assistants can work in many different areas of the law including corporate law, criminal law, labor law, family law, real estate and litigation.

Cheyenne encounter Forty-Sixth Virginia Infantry A history of ancient egypt Erik satie gymnopodie 2 sheet music The orange girl book The dual function of plant peroxiredoxins in antioxidant defence and redox signaling Karl-Josef Dietz Lesson Text/t170/f/te p i l o g u e Booklet 10. The system of rational numbers. Vocabulario De Quimica The antique Greek dance, after sculptured and painted figures . The roles of educational technology in learning Ode on a grecian urn poem and analysis Understanding Bharata natyam Remember : Gods at work before you : develop the spirit of expectancy! Sketches of frontier and Indian life on the upper Missouri and great plains. Erp notes for mca North American indigenous warfare and ritual violence Territories of Profit The structure of affine buildings Art and the spirit of anarchy by Brian Way Soccer Training Programmes Pt. 2. The classical/quantum divide. Clydeside Ties and Tales Rain Eduardo Galeano. Prayer in the spirit Infrared vibration-rotation spectroscopy Frequency Coverage 4 Language of zoning Virginité Revisited Chapter 4: A Tour of the Gakuya (Backstage) Readers guide to Samuel Beckett Contagious book 1984 chevy camaro service manual V. 4. Fourteenth to seventeenth century art Master handbook of acoustics everest Lte network architecture tutorial Embedded systems research papers Invisible history Early Church Records of Burlington County, New Jersey (Volume 3) V. 21. Wyeths Oregon, or a short history of a long journey, 1832 ; and Townsends Narrative of a journey a