

MODULE 1: INTRODUCTION TO LEGAL OFFICE ASSISTANSHIP



OBJECTIVES at the end of this module, the students should be able to:

1. Define what a legal office assistance is
2. identify one's responsibilities in order to become a valuable member of the law office team
3. differentiate the challenges involved when working in a small, medium-sized, and large law offices
4. distinguish the specialization available in the legal profession
5. describe the value of the customers and explain how to handle the lawyer-client relationship in the work place, such as:
 - cooperation
 - sense of responsibility
 - respect
 - self-confidence
 - initiative



THE LEGAL OFFICE ASSISTANT

- ▶ to work in law office as a legal office manager or a legal office assistant is one option you can take as a future office professional.
- ▶ When a law firm employs you, you will work for one or more lawyers, also known as attorney, attorney-at-law, counselors, counsel, or legal

Study Guide For Legal Office Assistant

Coleen K. Withgott



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The commercial handbook and office assistant Michael Crowley, 1894

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The American Corporation Legal Manual Edward Quinton Keasbey, Abraham Van Doren Honeyman, Charles Louis

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