



# Professions in the Legal Field

## Legal

- **Attorney/Lawyer (JD)**
- **Chief Legal Officer (JD)**
  - Advisor
  - Head Lawyer of Company
- **Chief Financial Officer**
  - Oversee finances of large law firms
- **Law Firm Administrator (BA)**
  - Often held by senior paralegal or secretary
  - Business side of law: hiring, branding, marketing, etc.
- **Law Clerk (BA)**
  - Research and prepare legal documents
- **Legal Secretary/Receptionist (HS/GED)**
  - Prepare legal papers and correspondence
  - Assist with legal research and arrange witness meetings
- **Paralegal (BA)**
  - Assist attorneys
  - Research, draft legal briefs, and memoranda
- **Legal Recruiter (BA, JD preferred)**
  - Recruit employees for their client, which is usually law firms
  - Work with senior management to develop recruitment strategies, attract and hire legal personnel, and develop strategies to retain employees
- **Conflicts Analysis (HS/GED)**
  - Looks for conflicts of interest between firm personnel
- **Compliance Specialist (BA, JD Preferred)**
  - Oversee corporate compliance with the law



## Courtroom

- **Court Administrator (BA)**
  - HR of the courthouse
  - Bookkeep and budget
- **Judge (JD)**
  - Oversee trials, appeals, etc.
- **Magistrate (Only certain States) (JD)**
  - Junior judges who oversee smaller cases

- **Court Runner (HS/GED)**
  - File court documents and run errands
- **Mediator (BA)**
  - Mediate between conflicting parties to try and settle before a trial
- **Court Reporter (Court Reporter Degree-2yrs)**
  - Type out every word of a trial
- **Court Clerk (BA)**
  - Responsible for money and record keeping
- **Court Interpreter (BA recommended)**
  - Language translator for someone who speaks a different language
- **Jury Consultant (BA, MA/PhD recommended)**
  - Human behavior experts; help attorneys research and select jurors and provide insight into juror behavior

## Education

- Professor (JD)
  - Law School Dean (JD Recommended)
  - Law School Admissions Officer (BA)
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## Career Research Resources

- The UCSC Career Center: <https://careers.ucsc.edu/index.html>
- [The Occupational Outlook Handbook](#): Informational database that provides career information on duties, education, training, pay, and outlook for hundreds of occupations
- [What Can I Do With My Major](#): Connecting majors to careers. Learn about typical career areas and types of employers that hire people with each major, as well as strategies to make you a more marketable candidate.
- [Career Advice Network \(CAN\)](#): Connecting with Alumni! Sign up for different consultations, watch free webinars, and talk to alumni who want to talk to you.

## Job Search Platforms

- Handshake: [ucsc.joinhandshake.com](https://ucsc.joinhandshake.com)
- [LinkedIn.com](https://www.linkedin.com)
- [Glassdoor.com](https://www.glassdoor.com)
- [Indeed.com](https://www.indeed.com)

