

LEGAL OFFICE PROFESSIONAL - BILINGUAL

School of Business and Technology

Dean: Mink Stavenga, DBA

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School/Department Location: www.swccd.edu/cvlocation

Map: <https://goo.gl/maps/C4E3PnKsdU92> (<https://goo.gl/maps/C4E3PnKsdU92/>)

General Description

The legal secretary assists attorneys with a wide variety of responsibilities including performing clerical duties; maintaining office files; working closely with attorneys to meet deadlines for court calendars; preparing summonses, complaints, motions, and subpoenas; and filing documents with the courts. In some law offices, legal secretaries review legal reference books, other legal publications or electronic media to identify court decisions pertinent to pending cases.

Southwestern College offers two excellent programs: Legal Office Professional and Legal Office Professional—Bilingual (English/Spanish). These programs provide students with strong legal secretarial skills and focus on developing excellent human relations skills with an awareness of the growing multicultural community in San Diego County. An added feature is that students have an option of working toward a certificate or degree emphasizing one or more legal specialties, including family law; civil litigation; criminal law; business law; international law; immigration law; and wills, trusts, and probate. Students with a specialty and/or knowledge of a frequently used foreign language will have the greatest opportunities for employment.

Career Options

Below is a sample of the career options available for the legal secretary or the legal secretary major. A few of these require a certificate of achievement and most require an associate in science degree: claims examiner, compensation and benefits manager, corporate legal secretary, court clerk, customs agent, forms and procedures specialist, freelance legal secretary, legal aide, legal technician, title examiner, court interpreter, legal documents translator, and entry-level paralegal.

Degree/Certificate Options	Major Code
Associate in Science: Career/Technical	
Legal Office Professional—Bilingual (English/Spanish) (http://catalog.swccd.edu/associate-degree-certificate-programs/legal-office-professional-bilingual/legal-office-professional-bilingual-english-spanish-as/)	B2165
Certificates of Achievement	

Legal Office Professional—Bilingual (English/Spanish)—Basic (http://catalog.swccd.edu/associate-degree-certificate-programs/legal-office-professional-bilingual/legal-office-professional-bilingual-english-spanish-basic-certificate/)	C2365
Civil Litigation Specialty-Bilingual (English/Spanish) (http://catalog.swccd.edu/associate-degree-certificate-programs/legal-office-professional-bilingual/civil-litigation-specialty-certificate/)	B2263
Criminal Law Specialty-Bilingual (English/Spanish) (http://catalog.swccd.edu/associate-degree-certificate-programs/legal-office-professional-bilingual/criminal-law-specialty-certificate/)	B2264
Family Law Specialty-Bilingual (English/Spanish) (http://catalog.swccd.edu/associate-degree-certificate-programs/legal-office-professional-bilingual/family-law-specialty-certificate/)	B2266
Immigration Law Specialty-Bilingual (English/Spanish) (http://catalog.swccd.edu/associate-degree-certificate-programs/legal-office-professional-bilingual/immigration-law-specialty-certificate/)	B2267
International Business Law Specialty-Bilingual (English/Spanish) (http://catalog.swccd.edu/associate-degree-certificate-programs/legal-office-professional-bilingual/international-business-law-specialty-certificate/)	B2268
Wills, Trusts, and Estates Specialty-Bilingual (English/Spanish) (http://catalog.swccd.edu/associate-degree-certificate-programs/legal-office-professional-bilingual/wills-trusts-and-estates-specialty-certificate/)	B2269

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

Faculty

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