** Paralegal Occupations**

**Labor Market Information Report**

**Canada College**

Prepared by the San Francisco Bay Center of Excellence

for Labor Market Research

March 2019

# Recommendation

Based on all available data, there appears to be an undersupply of Paralegal workers compared to the demand for this cluster of occupations in the Bay region and in the Mid-Peninsula sub-region (San Francisco and San Mateo Counties.) There is a projected annual gap of about 1,323 students in the Bay region and 591 students in the Mid-Peninsula Sub-Region.

This report also provides student outcomes data on employment and earnings for programs on TOP 1402.00 - Paralegal in the state and region. It is recommended that these data be reviewed to better understand how outcomes for students taking courses on this TOP code compare to potentially similar programs at colleges in the state and region, as well as to outcomes across all CTE programs at Canada College and in the region.

# Introduction

This report profiles Paralegal Occupations in the 12 county Bay region and in the Mid-Peninsula sub-region for the review and modification of an existing program at Canada College.

|  |
| --- |
| * **Paralegals and Legal Assistants (SOC 23-2011):** Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Excludes “Legal Secretaries” (43-6012). |
| Entry-Level Educational Requirement: Associate's degree |
| Training Requirement: None |
| Percentage of Community College Award Holders or Some Postsecondary Coursework: 44% |
| * **Legal Secretaries (SOC 43-6012)**: Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research. |
| Entry-Level Educational Requirement: High *school diploma or equivalent* |
| Training Requirement: Moderate-term *on-the-job training* |
| Percentage of Community College Award Holders or Some Postsecondary Coursework: 47*%* |

# Occupational Demand

**Table 1. Employment Outlook for Paralegal Occupations in Bay Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation | 2017 Jobs | 2022 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Average Annual Open-ings | 10%ile Hourly Wage | Median Hourly Wage |
| Paralegals and Legal Assistants | 8,174 | 8,791 | 617 | 8% | 4,847 | 969 | $19.29 | $31.79 |
| Legal Secretaries | 5,752 | 5,302 | (450) | (8%) | 2,946 | 589 | $20.62 | $31.21 |
| **Total** | **13,926** | **14,093** | **167** | **1%** | **7,793** | **1,559** | **$19.84** | **$31.55** |

*Source: EMSI 2019.1*

**Bay Region** includes Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties

**Table 2. Employment Outlook for Paralegal Occupations in Mid-Peninsula Sub-Region**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation | 2017 Jobs | 2022 Jobs | 5-Yr Change | 5-Yr % Change | 5-Yr Open-ings | Average Annual Open-ings | 10%ile Hourly Wage | Median Hourly Wage |
| Paralegals and Legal Assistants | 2,938 | 3,162 | 224 | 8% | 1,742 | 348 | $23.30 | $35.72 |
| Legal Secretaries | 2,728 | 2,496 | (231) | (8%) | 1,390 | 278 | $23.90 | $33.37 |
| **TOTAL** | **5,665** | **5,658** | **(7**) | **(**0%) | **3,132** | **626** | **$23.59** | **$34.59** |

*Source: EMSI 2019.1*

**Mid-Peninsula Sub-Region** includes San Francisco and San Mateo Counties

### Job Postings in Bay Region and Mid-Peninsula Sub-Region

**Table 3. Number of Job Postings by Occupation for latest 12 months (March 2018 - Feb 2019)**

| Occupation | Bay Region | Mid-Peninsula |
| --- | --- | --- |
| Paralegals and Legal Assistants (23-2011.00) | 4,610 | 2,476 |
| Legal Secretaries (43-6012.00) | 1,377 | 784 |
| **Total** | **5,987** | **3,260** |

*Source: Burning Glass*

**Table 4. Top Job Titles for Paralegal Occupations for latest 12 months (March 2018 - Feb 2019)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Common Title | Bay | Mid-Peninsula | Common Title | Bay | Mid-Peninsula |
| Paralegal | 1,205 | 675 | Junior Paralegal | 47 | 28 |
| Legal Assistant | 1,153 | 545 | Patent Paralegal | 47 | 20 |
| Legal Secretary | 924 | 505 | Executive Assistant | 44 | 26 |
| Litigation Paralegal | 394 | 261 | Associate | 28 | 21 |
| Corporate Paralegal | 377 | 214 | Contracts Paralegal | 21 | 9 |
| Legal Administrative Assistant | 366 | 175 | Assistant Office Manager | 18 | 1 |
| Litigation Secretary | 284 | 172 | Office Manager | 18 | 7 |
| Immigration Paralegal | 129 | 77 | Transactional Paralegal | 17 | 10 |
| Trademark Paralegal | 97 | 42 | Assistant Paralegal | 16 | 7 |
| Receptionist | 81 | 44 | Legal Office Assistant | 16 | 14 |
| Paralegal Specialist | 73 | 24 | Litigation Legal Assistant | 16 | 12 |
| Litigation Legal Secretary | 71 | 49 | Administrative Assistant | 13 | 7 |
| Real Estate Paralegal | 66 | 42 | Office Administrator | 13 | 6 |
| Intellectual Property Paralegal | 61 | 31 | Consumer Banking Leader | 12 | 3 |

*Source: Burning Glass*

# Industry Concentration

**Table 5. Industries hiring Paralegal Workers in Bay Region**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Industry – 6 Digit NAICS (No. American Industry Classification) Codes | Jobs in Industry (2017) | Jobs in Industry (2022) | % Change (2017-22) | % in Industry (2017) |
| Offices of Lawyers (541110) | 10,457 | 10,437 | (1%) | 75.0% |
| Local Government, Excluding Education and Hospitals (903999) | 697 | 693 | (0%) | 5.0% |
| All Other Legal Services (541199) | 384 | 375 | 23% | 2.7% |
| Title Abstract and Settlement Offices (541191) | 295 | 291 | 5% | 2.1% |
| State Government, Excluding Education and Hospitals (902999) | 287 | 288 | (1%) | 2.1% |
| Corporate, Subsidiary, and Regional Managing Offices (551114) | 211 | 227 | 16% | 1.6% |
| Federal Government, Civilian, Excluding Postal Service (901199) | 161 | 160 | (1%) | 1.1% |

*Source: EMSI 2019.1*

**Table 6. Top Employers Posting Paralegal Occupations in Bay Region and Mid-Peninsula Sub-Region (March 2018 - Feb 2019)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Bay | Employer | Bay | Employer | Mid-Peninsula |
| Alchemy Legal | 60 | County Santa Clara | 15 | Alchemy Legal | 42 |
| Legal Specialists | 35 | Bank of America | 14 | Uber | 32 |
| Aba Search Incorporated | 33 | Gap Inc. | 14 | Legal Specialists | 28 |
| Uber | 32 | Morgan Lewis | 14 | Deloitte | 22 |
| US Department of Justice | 30 | Sony Electronics Incorporated | 14 | Aba Search Incorporated | 21 |
| Fragomen | 24 | Wells Fargo | 13 | US Department of Justice | 19 |
| Deloitte | 23 | Dorsey & Whitney | 12 | Morgan Lewis Bockius | 17 |
| Santa Clara County Legal Professionals Association Sccolpa | 23 | Perkins Coie Llp | 12 | Greenberg Traurig | 16 |
| Google Inc. | 22 | County San Mateo | 11 | Kirkland & Ellis | 15 |
| Wilson Sonsini Goodrich & Rosati | 22 | Jw Michaels | 11 | Gap Inc. | 14 |
| Fenwick & West | 19 | Berry Appleman Leiden | 10 | Sony Electronics Incorporated | 14 |
| Morgan Lewis Bockius | 19 | Law Tyme, Inc | 10 | Fragomen | 13 |
| US Army | 19 | Tesla Motors | 10 | On Call Counsel | 13 |
| Cooley Llp | 18 | US Government | 10 | Wells Fargo | 13 |
| Greenberg Traurig | 18 | City San Jose | 9 | County San Mateo | 10 |
| Kirkland & Ellis | 18 | Dla Piper | 9 | Morgan Lewis | 10 |
| Perkins Coie | 17 | Greenberg Traurig Llp | 9 | Morrison & Foerster | 10 |
| Morrison & Foerster | 16 | Kent Daniels & Associates | 9 | Kent Daniels & Associates | 9 |
| On Call Counsel | 16 | Latham & Watkins | 9 | Latham & Watkins | 9 |

*Source: Burning Glass*

# Educational Supply

There are eight community colleges in the Bay Region issuing 236 awards annually (3-year average) on TOP 1402.00 – Paralegal. There are three colleges in the Mid-Peninsula Sub-Region issuing 35 awards annually (3-year average) on this TOP code.

**Table 7. Awards on TOP 1402.00 - Paralegal in the Bay Region**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| College | Sub-Region | Headcount | Associates | Certificates | Total |
| **Canada** | Mid-Peninsula | 40 | 6 | 9 | 15 |
| **Deanza** | Silicon Valley | 281 | 44 | 41 | 85 |
| **Evergreen Valley** | Silicon Valley | 131 | 12 | 14 | 26 |
| **Merritt** | East Bay | 149 | 12 | 24 | 36 |
| **San Francisco** | Mid-Peninsula | 320 |  | 8 | 8 |
| **Santa Rosa** | North Bay | 110 | 14 |  | 14 |
| **Skyline** | Mid-Peninsula | 84 | 5 | 7 | 12 |
| **West Valley** | Silicon Valley | 151 | 14 | 26 | 40 |
| **Total Bay Region** | | **1,266** | **107** | **129** | **236** |
| **Total Mid-Peninsula Sub-Region** | | **444** | **11** | **24** | **35** |

# *Source: IPEDS, Data Mart and Launchboard*

NOTE: Headcount of students who took one or more courses is for 2016-17. The annual average for awards is 2014-17 unless there are only awards in 2016-17. The annual average for other postsecondary is for 2013-16.

# Gap Analysis

Based on the data included in this report, there is a large labor market gap in the Bay region with 1,559 annual openings for the Paralegal occupational cluster and 236 annual (3-year average) awards for an annual undersupply of 1,323 students. In the Mid-Peninsula Sub-Region, there is also a gap with 626 annual openings and 35 annual (3-year average) awards for an annual undersupply of 591 students.

# Student Outcomes

**Table 8. Four Employment Outcomes Metrics for Students Who Took Courses on TOP 1402.00 - Paralegal**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2015-16 | Bay  (All CTE Programs) | Canada College (All CTE Programs) | State (1402.00) | Bay (1402.00) | Mid-Peninsula (1402.00) | Canada College (1402.00) |
| % Employed Four Quarters After Exit | 74% | 66% | 67% | 68% | 75% | 71% |
| Median Quarterly Earnings Two Quarters After Exit | $10,550 | $9,520 | $9,601 | $11,295 | $13,252 | $11,164 |
| Median % Change in Earnings | 46% | 44% | 39% | 64% | 71% | 7% |
| % of Students Earning a Living Wage | 63% | 49% | 61% | 68% | 69% | n/a |

*Source: Launchboard Pipeline (version available on 3/22/19)*

# Skills, Certifications and Education

**Table 9. Top Skills for Paralegal Occupations in Bay Region (March 2018 - Feb 2019)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skill | Postings | Skill | Postings | Skill | Postings |
| Litigation | 2,507 | Spreadsheets | 518 | Data Entry | 305 |
| Legal Support | 1,446 | Proofreading | 510 | Due Diligence | 293 |
| Legal Documentation | 1,320 | Case Management | 473 | Civil Litigation | 290 |
| Administrative Support | 1,254 | Expense Reports | 422 | Legal Document Preparation | 261 |
| Scheduling | 1,054 | Appointment Setting | 385 | Subpoena Preparation | 257 |
| Legal Document Composition | 936 | Adobe Acrobat | 378 | Document Review | 256 |
| Mergers and Acquisitions | 798 | Document Management | 370 | Calendar Management | 222 |
| Professional Services Marketing | 716 | Copying | 364 | Database Management | 220 |
| Travel Arrangements | 663 | Mailing | 347 | Contract Review | 215 |
| Customer Billing | 637 | Transcription | 346 | Securities | 215 |
| Secretarial Skills | 621 | Trial Preparation | 333 | Contract Preparation | 210 |
| Customer Service | 620 | Intellectual Property | 330 | Memoranda Preparation | 210 |
| Legal Research | 604 | Administrative Functions | 325 | E-Discovery | 209 |
| Customer Contact | 603 | Project Management | 322 | Corporate Governance | 205 |
| Filing | 545 | Record Keeping | 322 | Westlaw | 203 |

*Source: Burning Glass*

**Table 10. Certifications for Paralegal Occupations in the Bay Region (March 2018 - Feb 2019)**

Note: 76% of records have been excluded because they do not include a certification. As a result, the chart below may not be representative of the full sample.

|  |  |  |  |
| --- | --- | --- | --- |
| Certification | Postings | Certification | Postings |
| Paralegal Certification | 1,294 | Certified Information Systems Auditor (CISA) | 3 |
| Driver's License | 53 | Certified Occupational Health Nurse | 3 |
| Legal Assistant | 23 | ITIL Certification | 3 |
| Notary License | 22 | Real Estate Certification | 3 |
| Security Clearance | 11 | Registered Cardiac Electrophysiology Specialist | 3 |
| Typing Certification | 11 | Series 8 | 3 |
| Project Management Certification | 10 | Business License | 2 |
| 45 Words Per Minute | 6 | Certified Information Security Manager ( | 2 |
| Certified First Responder | 6 | Certified Information Systems Security Professional (CISSP) | 2 |
| Civil Litigation Certificate | 6 | Certified in Integrated Resource Management ( | 2 |
| Property and Casualty License | 5 | Phlebotomy Certification | 2 |
| Contractors License | 4 | Administrative Support Certification | 1 |
| IT Infrastructure Library (ITIL) Certification | 4 | Bilingual Certification | 1 |
| Legal Secretary Certification | 4 | Business Education | 1 |
| Series 7 | 4 | Certified Compensation Professional (CCP) | 1 |
| Cdl Class C | 3 | Certified Financial Planner (CFP) | 1 |

*Source: Burning Glass*

**Table 11. Education Requirements for Paralegal Occupations in Bay Region**

Note: 51% of records have been excluded because they do not include a degree level. As a result, the chart below may not be representative of the full sample.

|  |  |
| --- | --- |
| Education (minimum advertised) | Latest 12 Mos. Postings |
| High school or vocational training | 501 (17%) |
| Associate Degree | 200 (7%) |
| Bachelor’s Degree or Higher | 2,260 (76%) |

*Source: Burning Glass*

# Methodology

Occupations for this report were identified by use of skills listed in O\*Net descriptions and job descriptions in Burning Glass. Labor demand data is sourced from Economic Modeling Specialists International (EMSI) occupation data and Burning Glass job postings data. Educational supply and student outcomes data is retrieved from multiple sources, including CTE Launchboard and CCCCO Data Mart.

# Sources

O\*Net Online

Labor Insight/Jobs (Burning Glass)

Economic Modeling Specialists International (EMSI)

CTE LaunchBoard [www.calpassplus.org/Launchboard/](http://www.calpassplus.org/Launchboard/)

Statewide CTE Outcomes Survey

Employment Development Department Unemployment Insurance Dataset

Living Insight Center for Community Economic Development

Chancellor’s Office MIS system

# Contacts

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