

# Paralegal Occupations

# Labor Market Information Report

# De Anza College

## Prepared by the San Francisco Bay Center of Excellence for Labor Market Research

**June 2021**

## 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 Silicon Valley sub-region (Santa Clara county). There is a projected annual gap of about 788 students in the Bay region and 56 students in the Silicon Valley Sub-Region.

## Introduction

This report provides student outcomes data on employment and earnings for TOP 1402.00 - Paralegal programs 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 De Anza College and in the region.

This report profiles Paralegal Occupations in the 12 county Bay region and in the Silicon Valley sub-region for a proposed new Advanced Litigation Concentration certificate at De Anza College.

* **Paralegals and Legal Assistants (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: 42%

## Occupational Demand

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

| **Occupation** | **2019 Jobs** | **2024 Jobs** | **5-yr Change** | **5-yr % Change** | **5-yr Total Openings** | **Annual Openings** | **25% Hourly Earning** | **Median Hourly Wage** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Paralegals and  Legal Assistants | 9,119 | 9,596 | 476 | 5% | 6,118 | 1,020 | $26 | $35 |
| **Total** | **9,119** | **9,596** | **477** | **5%** | **6,118** | **1,020** | **$26** | **$35** |
| Source: EMSI 2021.2 |

**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 Silicon Valley Sub-region**

| **Occupation** | **2019 Jobs** | **2024 Jobs** | **5-yr Change** | **5-yr % Change** | **5-yr Total Openings** | **Annual Openings** | **25% Hourly Earning** | **Median Hourly Wage** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Paralegals and Legal Assistants | 1,658 | 1,679 | 21 | 1% | 1,055 | 176 | $33 | $42 |
| **Total** | **1,658** | **1,679** | **21** | **1%** | **1,055** | **176** | **$33** | **$42** |
| Source: EMSI 2021.2 |

**Silicon Valley Sub-Region includes:** Santa Clara County

### Job Postings in Bay Region and Silicon Valley Sub-Region

**Table 3. Number of Job Postings by Occupation for latest 12 months (Jun 2020 - May 2021)**

| **Occupation** | **Bay Region** | **Silicon Valley** |
| --- | --- | --- |
| Paralegals and Legal Assistants | 3,213 | 682 |
| Source: Burning Glass |

**Table 4a. Top Job Titles for Paralegal Occupations for latest 12 months (Jun 2020 - May 2021) Bay Region**

| **Title** | **Bay** | **Title** | **Bay** |
| --- | --- | --- | --- |
| Paralegal | 470 | Senior Paralegal | 33 |
| Legal Assistant | 365 | Estate Planning Paralegal | 27 |
| Litigation Paralegal | 199 | Senior Litigation Paralegal | 25 |
| Corporate Paralegal | 167 | Junior Paralegal | 23 |
| Immigration Paralegal | 70 | Trademark Paralegal | 23 |
| Paralegal/Legal Assistant | 70 | Immigration Legal Assistant | 20 |
| Legal Administrative Assistant | 65 | Real Estate Paralegal | 20 |
| Legal Assistant/Paralegal | 59 | Senior Corporate Paralegal | 18 |
| Family Law Paralegal | 52 | Paralegal Specialist | 16 |
| Source: Burning Glass |

**Table 4b. Top Job Titles for Paralegal Occupations for latest 12 months (Jun 2020 - May 2021) Silicon Valley Sub-Region**

| **Title** | **Silicon Valley** | **Title** | **Silicon Valley** |
| --- | --- | --- | --- |
| Legal Assistant | 70 | Paralegal III | 13 |
| Paralegal | 57 | Junior Corporate & Securities Paralegal | 10 |
| Corporate Paralegal | 32 | Senior Paralegal | 8 |
| Immigration Paralegal | 24 | Legal Assistant In | 7 |
| Legal Administrative Assistant | 22 | Real Estate Paralegal | 7 |
| Litigation Paralegal | 21 | Trust & Estates Paralegal | 7 |
| Paralegal/Legal Assistant | 18 | Estate Planning Paralegal | 6 |
| Legal Assistant/Paralegal | 16 | Legal Assistant I | 6 |
| Family Law Paralegal | 13 | Senior Employment Paralegal | 6 |
| 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 (2019)** | **Jobs in Industry (2024)** | **% Change (2019-24)** | **% Occupation Group in Industry (2019)** |
| --- | --- | --- | --- | --- |
| Offices of Lawyers | 6,826 | 7,105 | 4% | 75% |
| Local Government, Excluding Education and Hospitals | 400 | 395 | -1% | 4% |
| All Other Legal Services | 243 | 292 | 20% | 3% |
| Federal Government, Civilian, Excluding Postal Service | 172 | 189 | 10% | 2% |
| Corporate, Subsidiary, and Regional Managing Offices | 166 | 166 | 0% | 2% |
| Title Abstract and Settlement Offices | 156 | 140 | -10% | 2% |
| State Government, Excluding Education and Hospitals | 153 | 156 | 2% | 2% |
| Internet Publishing and Broadcasting and Web Search Portals | 62 | 118 | 90% | 1% |
| Software Publishers | 49 | 72 | 49% | 1% |
| Temporary Help Services | 47 | 54 | 15% | 1% |
| Source: EMSI 2021.2 |

**Table 6. Top Employers Posting Paralegal Occupations in Bay Region and Silicon Valley Sub-Region (Jun 2020 - May 2021)**

| **Employer** | **Bay** | **Employer** | **Silicon Valley** |
| --- | --- | --- | --- |
| Apc | 20 | Jw Michaels | 12 |
| Jw Michaels | 18 | Fenwick & West | 11 |
| US Department of Justice | 16 | Apc | 10 |
| Nurx | 16 | Pizanolaw, P C | 9 |
| Dla Piper | 15 | Wilson Sonsini Goodrich & Rosati | 8 |
| Morrison & Foerster | 14 | Cooley Llp | 8 |
| Uber | 13 | Wade Law Group | 7 |
| Fenwick & West | 13 | Law Offices Of Cheri E Michaelis | 7 |
| Cooley Llp | 13 | Apple Inc. | 6 |
| Berry Appleman Leiden | 13 | Venture Christian Church | 5 |
| Source: Burning Glass |

## Educational Supply

There are eight (8) community colleges in the Bay Region issuing 189 awards on average annually (last 3 years ending 2018-19) on TOP 1402.00 - Paralegal. In the Silicon Valley Sub-Region, there are three (3) community colleges that issued 120 awards on average annually (last 3 years) on this TOP code.

There are two (2) other CTE educational institutions in the Bay Region issuing 43 awards on average annually (last 3 years ending 2016-17) on TOP 1402.00 - Paralegal. There are no other CTE educational institution in the Silicon Valley Sub-Region issuing awards on average annually (last 3 years) on this TOP code.

**Table 7a. Community College Awards on TOP 1402.00 - Paralegal in Bay Region**

| **College** | **Subregion** | **Associate** | **Certificate 18+ Units** | **Certificate Low** | **Total** |
| --- | --- | --- | --- | --- | --- |
| Canada | Mid-Peninsula | 2 | 0 | 3 | 5 |
| De Anza | Silicon Valley | 32 | 0 | 33 | 65 |
| Evergreen Valley | Silicon Valley | 12 | 0 | 10 | 22 |
| Merritt | East Bay | 11 | 0 | 19 | 30 |
| San Francisco | Mid-Peninsula | 2 | 0 | 7 | 9 |
| Santa Rosa | North Bay | 11 | 0 | 0 | 11 |
| Skyline | Mid-Peninsula | 5 | 0 | 9 | 14 |
| West Valley | Silicon Valley | 15 | 1 | 17 | 33 |
| **Total** |  | **90** | **1** | **98** | **189** |
| Source: Data Mart |

*Note: The annual average for awards is 2016-17 to 2018-19.*

**Table 7b. Other CTE Instituton Awards on TOP 1402.00 - Paralegal in Bay Region**

| **College** | **Subregion** | **Associate Degree** | **Award 1 < 2 academic yrs** | **Bachelor's Degree** | **Total** |
| --- | --- | --- | --- | --- | --- |
| Empire College | North Bay | 13 | 0 | 0 | 13 |
| John F. Kennedy University | East Bay | 0 | 20 | 10 | 30 |
| **Total** |  | **13** | **20** | **10** | **43** |
| Source: Data Mart |

*Note: The annual average for awards is 2016-17 to 2018-19.*

## Gap Analysis

Based on the data included in this report, there is a large labor market gap in the Bay region with 1,020 annual openings for the Paralegal occupational cluster and 232 annual (3-year average) awards for an annual undersupply of 788 students. In the Silicon Valley Sub-Region, there is also a gap with 176 annual openings and 120 annual (3-year average) awards for an annual undersupply of 56 students.

## Student Outcomes

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

| **Metric Outcomes** | **Bay****All CTE Programs** | **De Anza All CTE Programs** | **State 1402.00** | **Bay 1402.00** | **Silicon Valley 1402.00** | **De Anza 1402.00** |
| --- | --- | --- | --- | --- | --- | --- |
| Students with a Job Closely Related to Their Field of Study | 75% | 74% | 70% | 85% | 83% | 86% |
| Median Annual Earnings for SWP Exiting Students | $44,575 | $41,081 | $35,156 | $43,826 | $46,807 | $48,805 |
| Median Change in Earnings for SWP Exiting Students | 31% | 35% | 26% | 30% | 27% | 25% |
| Exiting Students Who Attained the Living Wage | 52% | 43% | 54% | 45% | 50% | 55% |
| Source: Launchboard Strong Workforce Program from version 2017-18. |

## Skills, Certifications and Education

**Table 9. Top Skills for Paralegal Occupations in Bay Region (Jun 2020 - May 2021)**

| **Skill** | **Posting** | **Skill** | **Posting** |
| --- | --- | --- | --- |
| Litigation | 1,132 | Civil Litigation | 221 |
| Legal Documentation | 717 | Project Management | 219 |
| Legal Document Composition | 511 | Intellectual Property | 217 |
| Case Management | 481 | Cleaning | 213 |
| Legal Research | 430 | Estate Planning | 211 |
| Scheduling | 393 | Proofreading | 209 |
| Administrative Support | 391 | Corporate Governance | 207 |
| Spreadsheets | 361 | Subpoena Preparation | 198 |
| Customer Service | 337 | Document Management | 196 |
| Filing | 287 | Mergers and Acquisitions | 195 |
| Customer Contact | 277 | Customer Billing | 194 |
| Trial Preparation | 274 | Personal Protective Equipment (PPE) | 193 |
| Adobe Acrobat | 258 | Westlaw | 176 |
| Due Diligence | 247 | LexisNexis | 167 |
| Source: Burning Glass |

**Table 10. Certifications for Paralegal Occupations in Bay Region (Jun 2020 - May 2021)**

| **Certification** | **Posting** | **Certification** | **Posting** |
| --- | --- | --- | --- |
| Paralegal Certification | 980 | Certified Public Accountant (CPA) | 3 |
| Driver's License | 46 | Registered Cardiac Electrophysiology Specialist | 2 |
| Legal Assistant | 29 | Certified Financial Planner (CFP) | 2 |
| Notary License | 23 | Vocational Rehabilitation License | 1 |
| Project Management Certification | 13 | Series 63 | 1 |
| Civil Litigation Certificate | 10 | Securities License | 1 |
| Security Clearance | 9 | Microsoft Certified Professional (MCP) | 1 |
| Project Management Professional (PMP) | 4 | Legal Secretary Certification | 1 |
| Real Estate Certification | 3 | Leadership In Energy And Environmental Design (LEED) Certified | 1 |
| First Aid Cpr Aed | 3 | IT Infrastructure Library (ITIL) Certification | 1 |
| Source: Burning Glass |

*Note: 67% of records have been excluded because they do not include a certification. As a result, the chart above may not be representative of the full sample.*

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

| **Education (minimum advertised)** | **Latest 12 Mos. Postings** | **Percent 12 Mos. Postings** |
| --- | --- | --- |
| High school or vocational training | 278 | 16% |
| Associate's degree | 182 | 10% |
| Bachelor's degree and higher | 1,310 | 74% |
| Source: Burning Glass |

*Note: 45% of records have been excluded because they do not include a degree level. As a result, the chart above may not be representative of the full sample.*

## 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/
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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