



## Paralegal (TOP: 1402.00)

September 2020

Prepared by the South Central Coast Center of Excellence for Labor Market Research

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### Program Recommendation

This report was compiled by the South Central Coast<sup>1</sup> Center of Excellence to provide regional labor market data for the program recommendation – Paralegal. This report can help determine whether there is demand in the local labor market that is not being met by the supply from programs of study (CCC and non-CCC) that align with this occupation group.

### Key Findings

- In the South Central Coast region, **the number of jobs related to Paralegal are expected to increase** for Paralegals and Legal Assistants, **decrease** for Title Examiners, Abstractors, and Searchers, and **remain steady** for Legal Support Workers, All Other.
- Paralegals and Legal Assistants, Title Examiners, Abstractors, Searchers, and Legal Support Workers are all expected to anticipate a **low risk of automation**.
- In 2019 there were 124 regional completions in programs related to the occupations identified as related to Paralegal and 231 openings, indicating an **undersupply**.
- Typical entry-level education ranges from a **High School Diploma or equivalent** for Title Examiners, Abstractors, and Searchers to an **Associate's degree** for Paralegals and Legal Assistants and Legal Support Workers, All Other.
- Completers of regional Paralegal programs from the 2017-2018 academic year had a **median annual wage upon completion of \$31,442**.
- 68% of students are **employed within a year** after completing a program.
- 51% of students **attained a living wage** within a year of completion.
- +43% **change in earnings** for completers.
- 75% of students were **part time**, 14% **skill builders**, 37% **first-generation**, and 78% **economically disadvantaged**.

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<sup>1</sup> The South Central Coast Region consists of San Luis Obispo County, Santa Barbara County, Ventura County, and the following cities from North Los Angeles County: Canyon Country, Castaic, Lake Hughes, Lancaster, Littlerock, Llano, Newhall, Palmdale, Pearblossom, Santa Clarita, Stevenson Ranch, and Valencia.

## Occupation Codes and Descriptions

Currently, there are three occupations in the standard occupational classification (SOC) system that were identified as related to Paralegal for this analysis. The occupation titles and descriptions, as well as reported job titles are included in Exhibit 1.

**Exhibit 1 – Occupation, description, and sample job titles**

SOC Code	Title	Description	Sample of Reported Job Titles
23-2011	<b>Paralegals and Legal Assistants</b>	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.	Certified Paralegal, Corporate Law Assistant, Law Associate, Legal Analyst, Legal Assistant, Litigation Paralegal, Paralegal, Paralegal Assistant, Paralegal Specialist, Real Estate Paralegal
23-2093	<b>Title Examiners, Abstractors, and Searchers</b>	Search real estate records, examine titles, or summarize pertinent legal or insurance documents or details for a variety of purposes. May compile lists of mortgages, contracts, and other instruments pertaining to titles by searching public and private records for law firms, real estate agencies, or title insurance companies.	Abstracter, Abstractor, Commercial Title Examiner, Searcher, Title Abstractor, Title Agent, Title Department Manager, Title Examiner, Title Officer, Title Searcher
23-2099	<b>Legal Support Workers, All Other</b>	All legal support workers not listed separately.	

Source: O\*NET Online

## Current and Future Employment

In the South Central Coast region, the number of jobs related to Paralegal are expected to increase, over the next five years, for Paralegals and Legal Assistants, decrease for Title Examiners, Abstractors, and Searchers, and remain steady for Legal Support Workers, All Other.

**Exhibit 2 – Five-year projections for Paralegal in the South Central Coast region**

SOC	Occupation	2019 Jobs	2024 Jobs	2019-2024 Change	2019-2024 % Change
23-2011	<b>Paralegals and Legal Assistants</b>	1,285	1,380	95	7%
23-2093	<b>Title Examiners, Abstractors, and Searchers</b>	362	351	-11	-3%
23-2099	<b>Legal Support Workers, All Other</b>	408	415	7	2%

Source: Economic Modeling Specialists International (EMSI)

## Earnings

In the South Central Coast region, the average wage for the listed occupations is \$26.70 per hour.

Exhibit 3 contains hourly wages and annual average earnings for these occupations. Entry-level hourly earnings are represented by the 25<sup>th</sup> percentile of wages, median hourly earnings are represented by the 50<sup>th</sup> percentile of wages, and experienced hourly earnings are represented by the 75<sup>th</sup> percentile of wages, demonstrating various levels of employment.

**Exhibit 3 – Earnings for Paralegal in the South Central Coast region**

<b>SOC</b>	<b>Occupation</b>	<b>Entry-Level Hourly Earnings</b>	<b>Median Hourly Earnings</b>	<b>Experienced Hourly Earnings</b>
23-2011	<b>Paralegals and Legal Assistants</b>	\$20.50	\$27.10	\$36.04
23-2093	<b>Title Examiners, Abstractors, and Searchers</b>	\$19.29	\$25.44	\$33.94
23-2099	<b>Legal Support Workers, All Other</b>	\$19.38	\$26.38	\$33.29

Source: Economic Modeling Specialists International (EMSI)

## Employer Job Postings

In this research brief, real-time labor market information is used to provide a more nuanced view of the current job market, as it captures job advertisements for occupations relevant to the field of study. Employer job postings are consulted to understand who is employing for Paralegal, and what they are looking for in potential candidates. To identify job postings related to Paralegal, the following standard occupational classifications were used:

23-2011	Paralegals and Legal Assistants
23-2093	Title Examiners, Abstractors, and Searchers
23-2099	Legal Support Workers, All Other

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## Top Occupations

In 2019, there were 271 employer postings for occupations related to Paralegal.

**Exhibit 4 – Top occupations in job postings and risk of automation tables**

SOC Code	Occupation	Job Postings, Full Year 2019
23-2011	Paralegals and Legal Assistants	235
23-2099	Legal Support Workers, All Other	19
23-2093	Title Examiners, Abstractors, and Searchers	17

Source: Labor Insight/Jobs (Burning Glass)

SOC Code	Occupation	Risk of Automation
23-2011	Paralegals and Legal Assistants	Low
23-2093	Title Examiners, Abstractors, and Searchers	Low
23-2099	Legal Support Workers, All Other	Low

Source: Labor Insight/Jobs (Burning Glass)

### Top Titles

The top job titles for employers posting ads for jobs related Paralegal are listed in Exhibit 5. Paralegal is mentioned as the job title in 12% of all relevant job postings (32 postings).

**Exhibit 5 –Job titles**

<b>Title</b>	<b>Job Postings, Full Year 2019</b>
Paralegal	32
Legal Assistant	25
Paralegal/Legal Assistant	12
Biotechnology Patent Agent	9
Electrical Patent Agent	9
Title Assistant	6
Entry Level Paralegal	4

Source: Labor Insight/Jobs (Burning Glass)

### Top Employers

Exhibit 6 lists the major employers hiring professionals in the Paralegal field. The top employer posting job ads was Pennymac Loan Services, LLC. The top worksite cities in the region for these occupations were Camarillo, Westlake Village, Thousand Oaks, Ventura, and Santa Barbara.

**Exhibit 6 – Top employers (n=124)**

<b>Employer</b>	<b>Job Postings, Full Year 2019</b>
Pennymac Loan Services LLC	13
Amgen	7
Anthem Blue Cross	7
CACI	6
APC	3
First American Corporation	3
Mullen Henzell	3
Princess Cruise Lines	3

Source: Labor Insight/Jobs (Burning Glass)

## Skills

Litigation is the most sought after skills for employers hiring for jobs related to Paralegal.

**Exhibit 7 –Job skills (n=221)**

Skills	Job Postings, Full Year 2019
Litigation	75
Legal Documentation	45
Legal Document Composition	40
Legal Support	24
Customer Service	23

Source: Labor Insight/Jobs (Burning Glass)

## Industry Concentration

Exhibit 9 shows the industries with most Paralegal postings in the South Central Coast region. Note: 21% of records have been excluded because they do not include an industry. As a result, the chart below may not be representative of the full sample.

**Exhibit 9 – Industries employing the most Paralegals, 2019**

Industry	Occupation Group Jobs in Industry	% of Occupation Group in Industry
Professional, Scientific, and Technical Services	138	64.2%
Finance and Insurance	31	14.4%
Manufacturing	10	4.7%
Public Administration	9	4.2%
Educational Services	8	3.7%

Source: Labor Insight/Jobs (Burning Glass)

## Education and Training

Exhibit 10 shows the typical entry-level education requirement for the occupations of interest, along with the typical on-the-job training needed to attain competency in the occupation.

**Exhibit 10 – Education and training requirements**

SOC	Occupation	Typical entry-level education	Typical on-the-job training
23-2011	<b>Paralegals and Legal Assistants</b>	Associate's Degree	None
23-2093	<b>Title Examiners, Abstractors, and Searchers</b>	High school diploma or equivalent	Moderate-term on-the-job training
23-2099	<b>Legal Support Workers, All Other</b>	Associate's degree	None

Source: Bureau of Labor Statistics Employment Projections (Educational Attainment)

## Regional Completions and Openings

There were 124 regional completions (2019) and 231 regional openings (2019) in the South Central Coast region in programs related to the occupations identified as related to Paralegal.

**Exhibit 11 – Completions and Openings**

<b>2</b> Regional Institutions had Related Programs (2019)	<b>124</b> Regional Completions (2019)	<b>231</b> Annual Openings (2019)
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Source: Economic Modeling Specialists International (EMSI)

## Related Programs

CIP Code	Program	Completions (2019)
22.0302	Legal Assistant/Paralegal	109
22.0000	Legal Studies, General	15

Source: Economic Modeling Specialists International (EMSI)

## Student Outcomes

The CTE LaunchBoard provides student outcome data on the effectiveness of CTE programs. The following student outcome information was collected from current students and exiters of Paralegal (TOP: 1402.00) programs in the South Central Coast region for the 2017-18 academic year.

- Completers of regional Paralegal programs from the 2017-2018 academic year had a **median annual wage upon completion of \$31,442**.
- 68% of students are **employed within a year** after completing a program.
- 51% of students **attained a living wage** within a year of completion.
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- 75% of students were **part time**, 14% **skill builders**, 37% **first-generation**, and 78% **economically disadvantaged**.

Source: CTE LaunchBoard

## Sources

O\*Net Online, Labor Insight/Jobs (Burning Glass), Economic Modeling Specialists International (EMSI), MIT Living Wage Calculator, Bureau of Labor Statistics (BLS) Education Attainment, California Community Colleges Chancellor's Office Management Information Systems (MIS) Data Mart, CTE LaunchBoard, Statewide CTE Outcomes Survey, Employment Development Department Unemployment Insurance Dataset

## Notes

Data included in this analysis represent the labor market demand for relevant positions most closely related to Paralegal. Traditional labor market information was used to show current and projected employment based on data trends, as well as annual average awards granted by regional community colleges. Real-time labor market information captures job post advertisements for occupations relevant to the field of study and can signal demand and show what employers are looking for in potential employees, but is not a perfect measure of the quantity of open positions. All representations have been produced from primary research and/or secondary review of publicly and/or privately available data and/or research reports. The most recent data available at the time of the analysis was examined; however, data sets are updated regularly and may not be consistent with previous reports. Efforts have been made to qualify and validate the accuracy of the data and findings; however, neither the Centers of Excellence for Labor Market Research (COE), COE host district, nor California Community Colleges Chancellor's Office are responsible for the applications or decisions made by individuals and/or organizations based on this study or its recommendations.