



Law/Legal Office (TOP 0514.10)

October 2024

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

Program Recommendation

This report was compiled by the South Central Coast¹ Center of Excellence to provide regional labor market data for the program recommendation – Law/Legal Office. 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 that align with the following occupations:

- First-Line Supervisors of Office and Administrative Support Workers (SOC 43-1011)
- Legal Secretaries and Administrative Assistants (SOC 43-6012)

Key Findings

- In 2023, there were 8,620 jobs for the two occupations of interest in the South Central Coast Region.
- The number of new jobs is expected to decrease by 1% through 2028.
- However, projections show approximately 853 annual openings in the region. There were 135 awards conferred in relevant programs, indicating an undersupply.
- According to the Bureau of Labor Statistics, a high school diploma or equivalent is typically required for both occupations included in this report.

¹ 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

There are two occupations in the standard occupational classification (SOC) system that were identified for this analysis. The occupation titles and descriptions, as well as reported job titles, are included in Exhibit 1.

Exhibit 1 – Occupations, Descriptions, and Sample Job Titles

SOC Code	Title	Description	Sample of Reported Job Titles
43-1011	First-Line Supervisors of Office and Administrative Support Workers	Directly supervise and coordinate the activities of clerical and administrative support workers.	Accounting Manager, Accounts Payable Supervisor, Accounts Receivable Manager, Administrative Supervisor, Customer Service Manager, Customer Service Supervisor, Office Coordinator, Office Manager, Office Supervisor, Staff Services Manager
43-6012	Legal Secretaries and Administrative Assistants	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.	Confidential Secretary, Legal Administrative Assistant (Legal Admin Assistant), Legal Administrator (Legal Admin), Legal Coordinator, Legal Management Assistant, Legal Office Support Assistant, Legal Practice Assistant, Legal Secretary, Litigation Secretary, Magistrate Assistant

Source: O*NET Online

Current and Future Employment

In the South Central Coast region, the number of jobs for Law/Legal Office-related occupations is expected to decrease by 1% through 2028. Approximately 853 annual openings are expected through 2028.

Exhibit 2 – Five-Year Projections for Law/Legal Office-related workers in the South Central Coast Region

SOC	Occupation	2023 Jobs	2028 Jobs	2023-2028 Change	2023-2028 % Change	Annual Openings
43-1011	First-Line Supervisors of Office and Administrative Support Workers	7,933	7,900	(33)	0%	776
43-6012	Legal Secretaries and Administrative Assistants	687	645	(42)	(6%)	77
		8,620	8,545	(75)	(1%)	853

Source: Lightcast™ Analyst

Earnings

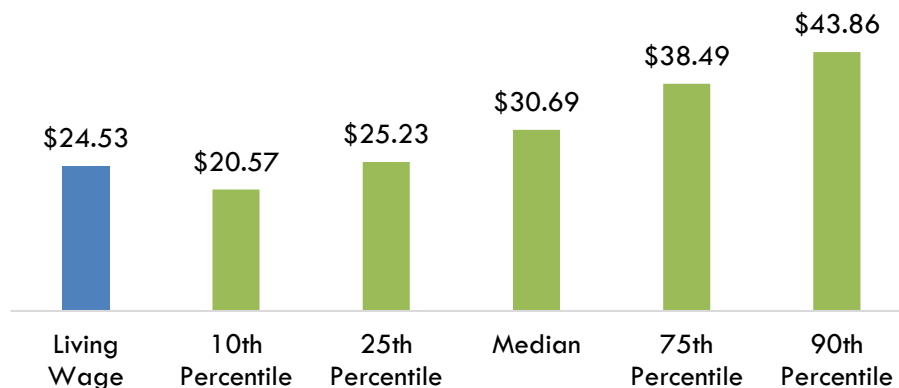
Exhibit 3 contains hourly wages for the occupations of interest. Entry-level hourly earnings are represented by the 25th percentile of wages, median hourly earnings are represented by the 50th percentile of wages, and experienced hourly earnings are represented by the 75th percentile of wages, demonstrating various levels of employment.

Exhibit 3 – Earnings in the South Central Coast Region

SOC	Occupation	Entry-Level Hourly Earnings	Median Hourly Earnings	Experienced Hourly Earnings
43-1011	First-Line Supervisors of Office and Administrative Support Workers	\$26.91	\$32.37	\$39.20
43-6012	Legal Secretaries and Administrative Assistants	\$23.55	\$29.00	\$37.78

Source: Lightcast™ Analyst

Exhibit 3b – Earnings in the South Central Coast Region



Source: Family Needs Calculator (Living wage is based on Single Adult households with no children); Lightcast™ Analyst

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 the occupation relevant to the field of study. Employer job postings are consulted to understand who is looking for professionals in a given field, and what they are looking for in potential candidates. To identify relevant job postings, the following occupations were used:

43-1011	First-Line Supervisors of Office and Administrative Support Workers
43-6012	Legal Secretaries and Administrative Assistants

Top Occupations

Over the past 12 months (October 2023 to September 2024), there have been 1,681 employer job postings for the two occupations of interest.

Exhibit 4 – Job Postings by Occupation

SOC/ONET Code	Occupation	Job Postings, Last 12 months
43-1011	First-Line Supervisors of Office and Administrative Support Workers	1,629
43-6012	Legal Secretaries and Administrative Assistants	52
	Total	1,681

Source: Lightcast™ Analyst

Top Titles

The top job titles for employers posting ads for Law/Legal Office-related occupations are listed in Exhibit 5.

Exhibit 5 – Job Titles

Title	Job Postings, Last 12 months
Office Managers	171
Office Administrators	78
Front Office Managers	40
Legal Secretaries	39
Area Supervisors	37
Client Service Coordinators	21
Front Office Administrators	18
Service Center Managers	17
Customer Service Supervisors	17
Customer Success Managers	16

Source: Lightcast™ Analyst

Top Employers

Exhibit 6 lists the major employers hiring professionals in the field of interest. The top employers posting job ads were University of California and Edward Jones.

Exhibit 6 – Top Employers

Employer	Job Postings, Last 12 months
University of California	20
Edward Jones	17
Robert Half	15
Klein Denatale Goldner	6
Testan Law	5

Source: Lightcast™ Analyst

Skills

The tables in Exhibit 7 list employers' most commonly requested skills in job postings related to the two occupations of interest. Office Management is the most sought-after specialized skill for employers. Customer Service was the most requested baseline skill. Microsoft Office was the most requested software skill.

Exhibit 7 – Specialized Skills

Skills	Job Postings, Last 12 months
Office Management	403
Accounting	183
Billing	177
Front Office	161
Invoicing	151
Deposit Accounts	146
Auditing	142
Office Supply Management	140
Administrative Support	132
Accounts Receivable	127

Source: Lightcast™ Analyst

Exhibit 7b – Baseline Skills

Skills	Job Postings, Last 12 months
Customer Service	833
Communication	825
Operations	673
Management	563
Leadership	476
Detail Oriented	376
Scheduling	368
Problem Solving	296
Organizational Skills	288
Multitasking	269

Source: Lightcast™ Analyst

Exhibit 7c – Software and Programming Skills

Skills	Job Postings, Last 12 months
Microsoft Office	294
Microsoft Excel	201
Microsoft Outlook	139
QuickBooks (Accounting Software)	99
Microsoft Word	82

Source: Lightcast™ Analyst

Education and Training

Exhibit 8 shows the typical entry-level education requirement for the two occupations included in this report. Both occupations have an entry-level education level of a high school diploma or equivalent.

Exhibit 8 – Education and Training Requirements

SOC	Occupation	Typical entry-level education	Typical on-the-job training
43-1011	First-Line Supervisors of Office and Administrative Support Workers	High school diploma or equivalent	None
43-6012	Legal Secretaries and Administrative Assistants	High school diploma or equivalent	Moderate-term on-the-job training

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

Regional Completions and Openings

Between 2020 and 2023, there were 135 awards conferred in the South Central Coast region aligned with the programs that have historically trained for the occupations of interest.

Exhibit 9 – Three-Year Average of Awards Conferred in the Region

TOP/CIP Code	Program	3-Year Average (2020-2023)
0506.30	Management Development and Supervision	5
0514.00	Office Technology/Office Computer Applications	91
0514.10	Legal Office Technology	1
0514.40	Office Management	35
22.0301	Legal Administrative Assistant/Secretary	-
52.0204	Office Management and Supervision	-
52.0401	Administrative Assistant and Secretarial Science, General	3
	Total	135

Source: Datamart and IPEDS

CCC Awards

Exhibit 10 shows the average number of awards granted by community colleges within programs historically dedicated to training for the occupations included in this report.

Exhibit 10 – CCC Awards in the South Central Coast Region, 2020-2023 Average

CCC Programs	3-Year Average
Allan Hancock	32
Antelope Valley	24
Canyons	17
Cuesta	4
Oxnard	17
Santa Barbara	33
Ventura	5

Source: DataMart

Sources

O*Net Online, Lightcast™ Analyst, 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 Law/Legal Office. 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.