



Labor Market Analysis for Program Recommendation

Legal Studies Occupations

East Bay Subregion

Prepared by the Bay Region Center of Excellence for Labor Market Research

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Recommendation

Based on all available data, there appears to be an “undersupply” of Legal Studies workers compared to the demand for this cluster of occupations in the Bay Region and in the East Bay Subregion (Alameda, Contra Costa counties). There is a projected annual gap of about 421 students in the Bay Region and 99 students in the East Bay Subregion.

Introduction

This report provides student outcomes data on employment and earnings for TOP 2105.00 - Administration of Justice 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 Subregion in the state and region.

This report profiles Legal Studies Occupations in the 12 county Bay Region and in the East Bay Subregion. This report includes middle-skill occupations that require a certificate, or an associate degree, or it may require a bachelor’s degree, but 33% or fewer of current workers in these roles hold one.

- **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.
 - Typical Entry-Level Educational: Associate’s degree
 - Skill Level: Middle-Skill
 - Work Experience Required: None
 - Percentage of individuals 25+ with an associate degree, certificate, or some postsecondary coursework as their highest level of education attainment: 42%
- **Legal Support Workers, All Other (23-2099):** All legal support workers not listed separately.
 - Typical Entry-Level Educational: Associate’s degree
 - Skill Level: Middle-Skill
 - Work Experience Required: None
 - Percentage of individuals 25+ with an associate degree, certificate, or some postsecondary coursework as their highest level of education attainment: 26%
- **Legal Secretaries and Administrative Assistants (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.
 - Typical Entry-Level Educational: High school diploma or equivalent
 - Skill Level: Middle-Skill
 - Work Experience Required: None

Percentage of individuals 25+ with an associate degree, certificate, or some postsecondary coursework as their highest level of education attainment: 54%

Occupational Demand

Table 1. Employment Outlook for Legal Studies Occupations in the Bay Region

Occupation	2023 Jobs	2028 Jobs	5-yr Change	5-yr % Change	5-yr Total Openings	Annual Openings	25% Hourly Wage	Median Hourly Wage
Paralegals and Legal Assistants	9,873	9,904	31	0%	5,119	1,024	\$32	\$41
Legal Support Workers, All Other	2,100	2,066	-34	-2%	1,103	221	\$28	\$40
Legal Secretaries and Administrative Assistants	4,274	3,807	-467	-11%	2,308	462	\$27	\$35
Total	16,247	15,777	-470	-3%	8,530	1,707	\$30	\$39

Source: Lightcast 2025.1

The 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 Legal Studies Occupations in the East Bay Subregion

Occupation	2023 Jobs	2028 Jobs	5-yr Change	5-yr % Change	5-yr Total Openings	Annual Openings	25% Hourly Wage	Median Hourly Wage
Paralegals and Legal Assistants	2,275	2,284	9	0%	1,177	235	\$29	\$35
Legal Support Workers, All Other	556	551	-5	-1%	293	59	\$25	\$36
Legal Secretaries and Administrative Assistants	933	835	-98	-11%	505	101	\$24	\$31
Total	3,764	3,670	-94	-2%	1,975	395	\$27	\$34

Source: Lightcast 2025.1

East Bay Subregion includes: Alameda, Contra Costa Counties

Job Postings in the Bay Region and East Bay Subregion

Table 3. Number of Job Postings by Occupation for the latest 12 months

Occupation	Bay Region	East Bay
Paralegals and Legal Assistants	2,717	714
Legal Secretaries and Administrative Assistants	917	248
Legal Support Workers, All Other	195	31

Source: Lightcast 2025.3; "Job Posting Analytics." Sep. 2024 - Aug. 2025

Table 4a. Top Job Titles in Job Postings for Legal Studies Occupations in the Bay Region

Title	Bay	Title	Bay
Paralegals	460	Litigation Legal Assistants	87
Legal Secretaries	380	Legal Practice Assistants	51
Legal Assistants	355	Immigration Paralegals	44
Litigation Paralegals	352	Personal Injury Paralegals	39
Legal Administrative Assistants	152	Estate Planning Paralegals	38
Litigation Secretaries	137	Legal Secretaries/Paralegals	35
Corporate Paralegals	113	Trusts and Estates Paralegals	31
Paralegals/Legal Assistants	111	Civil Litigation Paralegals	30
Litigation Legal Secretaries	97	Notaries	29

Source: Lightcast 2025.3; "Job Posting Analytics." Sep. 2024 - Aug. 2025

Table 4b. Top Job Titles in Job Posting for Legal Studies Occupations in the East Bay Subregion

Title	East Bay	Title	East Bay
Paralegals	134	Litigation Legal Secretaries	20
Legal Secretaries	133	Legal Practice Assistants	15
Legal Assistants	100	Notaries	15
Litigation Paralegals	77	Immigration Paralegals	14
Legal Administrative Assistants	39	Legal Secretaries/Paralegals	14
Paralegals/Legal Assistants	34	Trusts and Estates Paralegals	13
Litigation Secretaries	29	Real Estate Paralegals	11
Litigation Legal Assistants	28	Civil Litigation Paralegals	10
Corporate Paralegals	27	Litigation Paralegals/Legal Assistants	10

Source: Lightcast 2025.3; "Job Posting Analytics." Sep. 2024 - Aug. 2025

Industry Concentration

Table 5. Industries Hiring for Legal Studies Occupations in the Bay Region

Industry - 6 Digit NAICS (No. American Industry Classification) Codes	Jobs in Industry (2023)	Jobs in Industry (2028)	% Change (2023-28)	% Occupation Group in Industry (2023)
Offices of Lawyers	11,684	11,643	0%	68%
Local Government, Excluding Education and Hospitals	1,229	1,463	19%	8%

Industry - 6 Digit NAICS (No. American Industry Classification) Codes	Jobs in Industry (2023)	Jobs in Industry (2028)	% Change (2023-28)	% Occupation Group in Industry (2023)
State Government, Excluding Education and Hospitals	551	697	26%	4%
Federal Government, Civilian, Excluding Postal Service	620	553	-11%	3%
All Other Legal Services	425	477	12%	3%
Corporate, Subsidiary, and Regional Managing Offices	212	379	79%	2%
Title Abstract and Settlement Offices	185	129	-30%	1%
Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services	80	157	98%	1%
Colleges, Universities, and Professional Schools (State Government)	41	77	88%	0%
Software Publishers	61	73	20%	0%

Source: Lightcast 2025.3

Table 6. Top Employers Posting Legal Studies Occupations in the Bay Region and the East Bay Subregion

Employer	Bay	Employer	East Bay
Robert Half	532	Robert Half	158
Adams & Martin Group	104	GPAC	33
GPAC	97	Adams & Martin Group	21
AppleOne	60	NPAworldwide	14
Lee Hecht Harrison	40	Lee Hecht Harrison	13
Equivity	39	Equivity	12

Source: Lightcast 2025.3; "Job Posting Analytics." Sep. 2024 - Aug. 2025

Educational Supply

There are twenty-three community colleges in the Bay Region issuing 1,286 awards on average annually (last 3 years ending 2023-24) on TOP 2105.00 - Administration of Justice. In the East Bay Subregion, there are seven community colleges that issued 296 awards on average annually (last 3 years) on this TOP code.

There are no other CTE educational institutions in the Bay Region issuing awards on average annually (last 3 years ending 2022-23) on CIP 43.0100- Criminal Justice and Corrections, General.

Table 7. Community College Awards on TOP 2105.00 - Administration of Justice in the Bay Region

College	Subregion	Associate Degree	High unit Certificate	Low unit Certificate	Noncredit award	Total
Cabrillo	SC-Monterey	39	0	0	1	40
Chabot	East Bay	43	0	1	0	44
Contra Costa	East Bay	16	0	4	0	20
Deanza	Silicon Valley	52	0	1	0	53
Diablo Valley	East Bay	57	0	31	0	88
Evergreen Valley	Silicon Valley	48	0	0	0	48
Gavilan	Silicon Valley	33	0	9	0	42
Hartnell	SC-Monterey	73	9	0	0	82
Las Positas	East Bay	29	0	0	0	29
Los Medanos	East Bay	57	0	19	0	76
Marin	North Bay	8	0	0	0	8
Merritt	East Bay	20	2	0	0	22
Mission	Silicon Valley	13	0	0	0	13
Monterey	SC-Monterey	26	0	103	0	129
Napa	North Bay	25	0	1	0	26
Ohlone	East Bay	17	0	0	0	17
San Francisco	Mid-Peninsula	32	17	9	0	58
San Jose City	Silicon Valley	22	0	0	0	22
San Mateo	Mid-Peninsula	43	0	4	0	47
Santa Rosa	North Bay	51	0	258	0	309
Skyline	Mid-Peninsula	21	0	0	0	21
Solano	North Bay	47	2	0	0	49
West Valley	Silicon Valley	43	0	0	0	43
Total	-	815	30	440	1	1,286

Source: Data Mart

Note: The annual average for awards is 2021-22 to 2023-24.

Gap Analysis

Based on the data included in this report, there is a labor market gap in the Bay Region with 1,707 annual openings for the Legal Studies occupational cluster and 1,286 annual (3-year average) awards for an annual undersupply of 421 students. In the East Bay Subregion, there is also a gap with 395 annual openings and 296 annual (3-year average) awards for an annual undersupply of 99 students.

Student Outcomes

Table 8. Four Employment Outcomes Metrics for Students Who Took Courses on TOP 2105.00 - Administration of Justice

Metric Outcomes	Bay All CTE Program	State 2105.00	Bay 2105.00	East Bay 2105.00
Students with a Job Closely Related to Their Field of Study	74%	53%	56%	57%
Median Annual Earnings for SWP Exiting Students	\$53,090	\$43,916	\$60,376	\$66,306
Median Change in Earnings for SWP Exiting Students	24%	20%	22%	17%
Exiting Students Who Attained the Living Wage	54%	60%	60%	62%

Source: Launchboard Strong Workforce Program Median of 2018 to 2021.

Skills and Education

Table 9. Top Skills in Job Postings for Legal Studies Occupations in the Bay Region

Skill	Posting	Skill	Posting
Lawsuits	1,691	Case Management	475
Legal Pleadings	1,156	Civil Law	421
Legal Discovery	1,119	Document Management Systems	387
Proofreading	927	Workflow Management	362
Legal Depositions	798	Travel Arrangements	299
Legal Research	797	Docketing (Court)	277
Administrative Support	638	Document Management	271
Trial Preparation	581	Invoicing	267
Billing	576	Law Practice Management Software	249
Legal Hearings	537	Legal Support	242

Source: Lightcast 2025.3; "Job Posting Analytics." Sep. 2024 - Aug. 2025

Table 10. Education Requirements for Legal Studies Occupations in the Bay Region

Education Level	Job Postings	% of Total
High school or GED	564	25%
Associate degree	308	13%
Bachelor's degree & higher	1,418	62%

Source: Lightcast 2025.3; "Job Posting Analytics." Sep. 2024 - Aug. 2025

Note: 54% 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 job descriptions and skills listed in O*Net. Labor demand data is sourced from Lightcast occupation and job postings data. Educational supply and student outcomes data is retrieved from multiple sources, including CCCCO Data Mart and CTE Launchboard.

Sources

O*Net Online

Lightcast

CTE LaunchBoard www.calpassplus.org

Statewide CTE Outcomes Survey

Employment Development Department Unemployment Insurance Dataset

CCCO Data Mart

Contacts

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