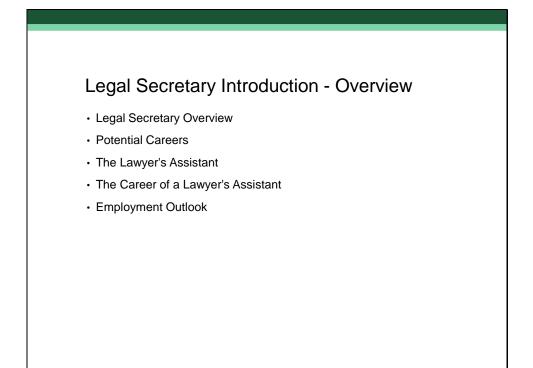
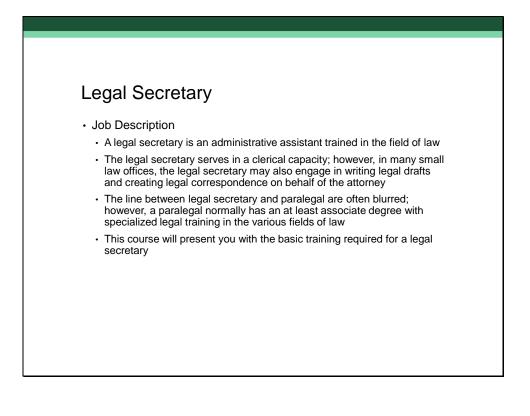
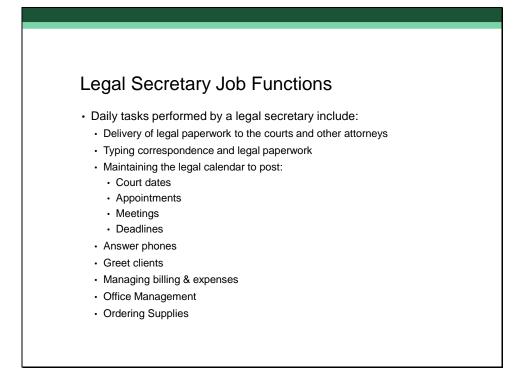
Introduction to Legal Concepts Lesson 1 - Legal Secretary Introduction

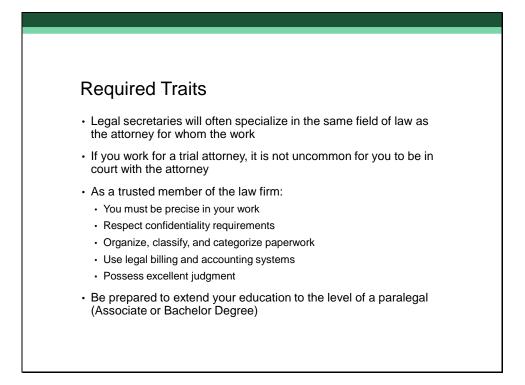


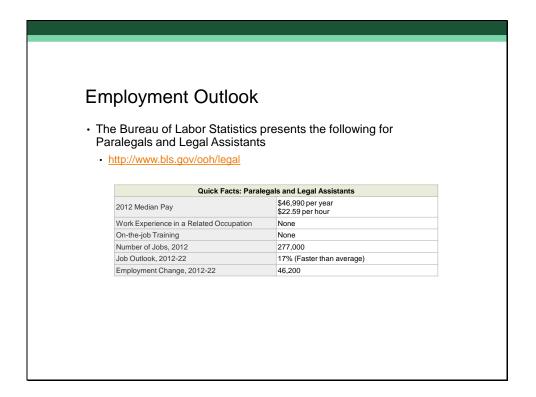


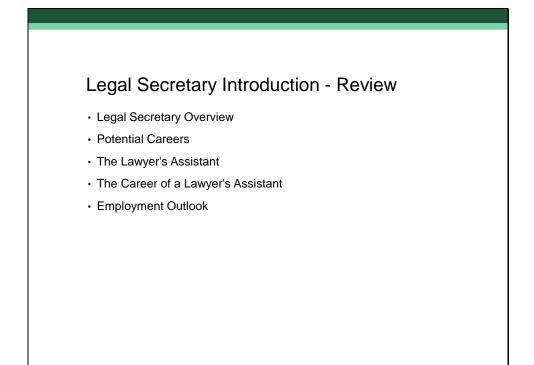












Questions and Answers

Review Questions:

- 1. True or False: Training or experience as a legal secretary qualifies you to work in only private law firms.
 - A. True
 - B. False
- 2. True or False: The difference between a legal secretary and a paralegal is that a paralegal has been to law school.
 - A. True
 - B. False
- 3. True or False: The only way to move from a legal secretary to a paralegal is to obtain certification by passing an exam.
 - A. True
 - B. False
- 4. True or False: Advising clients is an important part of the job of a legal secretary.
 - A. True
 - B. False
- 5. True or False: This training will prepare you for an entry-level role as a legal secretary in a law firm, governmental agency, or corporate legal department.
 - A. True
 - B. False

Answer Key:

1. B

False. Having knowledge of legal terminology, legal processes, and the ability to prepare legal documents, means that you have skills that many employers find valuable. Not only will you be attractive to private law firms, but also insurance agencies, court offices, real estate offices, and businesses of all types.

2. B

False. Generally, a law clerk is someone who has been to law school, whereas a paralegal is someone with some college level education (Associates or Bachelor's degree) and special training in legal research.

3. B.

False. A certification examination is an option to advance your career by demonstrating your commitment to the paralegal profession.

4. B

False. The legal secretary's role does not include offering advice or counsel to clients of the office. Not only is this discouraged, it is unlawful and constitutes the Unauthorized Practice of Law. So, while you will be interacting frequently with clients, if they ever ask substantive questions about their case, always direct them to an attorney.

5. A

True. Many secretaries don't seek any training after high school and want to start a career as a legal secretary. Because you have completed this training, you will have an advantage over the competition, in that you have a basic knowledge of legal concepts, terms, and processes. Explain to your potential employers that by taking this training, you are demonstrating a commitment to your new career and your desire to become a valuable part of their legal team.