

# Legal Career Guide

Created by the Department of Criminology

## BAILIFF

Law enforcement officers who maintain order in the courtroom during trials; transports defendants, delivers court documents, escorts and guards jury, enforce court decorum

## EDUCATION

AA/AS Certificate  
B.A. Criminology/B.S. Criminal Justice (recommended for advancement)

### Salary

### Skills & Qualifications

### Job Outlook



\$16,000 - \$20,000



Ability to communicate  
Physically fit  
Knowledge and application of court system  
Paralegal training (recommended)



5% growth  
2012-2022

## PARALEGAL/CRIMINAL PARALEGAL

Assist attorney in preparation of hearings, trials, meetings, communicate with/interview clients, investigate facts of a case, research legal cases, prepare legal documents

## EDUCATION

AA/AS Certificate, B.A. Criminology/B.S. Criminal  
\*\*Bachelor's (recommended)\*\*  
Second Major or Minor: Political Science, Pre-Law track

### Salary

### Skills & Qualifications

### Job Outlook



\$16,716 - \$75,410\*



Extensive knowledge of local, state, federal laws  
National Paralegal Certification  
Paralegal Internship  
Strong analytical skills



17% growth  
2012-2022

Enjoy working with diverse groups of people  
Effective oral and written communication  
Familiar with and able to use current technology

## COURT CLERK

Perform administrative tasks to assist judges, attorneys, and lawyers, and act as the court's chief information officer as well as the chief financial officer

## EDUCATION

AA/AS Certificate  
\*\*Bachelor's (recommended)\*\*  
Second Major or Minor: Criminology, Business, Accounting

### Salary

### Skills & Qualifications

### Job Outlook



\$36,850 - \$41,100\*



Customer service experience  
Bookkeeping, budgeting, business management skills  
Solid understanding of legal system  
Ability to analyze and interpret financial data  
Expertise in human resources, project management, information systems  
Negotiation and diplomacy skills



10.0% growth  
2012-2022

## LAWYER

Represent clients or government for either the civil or criminal process, initiate lawsuits, defend private citizens, serve in advisory positions

## EDUCATION

Bachelor's Degree, B.A. Criminology (recommended if specializing in criminal law) + J.D. Degree  
Second Major or Minor: Political Science, Pre-Law Track, Foreign Language

### Salary

### Skills & Qualifications

### Job Outlook



\$187,200\*



Successfully pass LSAT for Law School admission  
Successfully pass bar exam per state where practicing  
Strong written and oral communication skills  
Competent public speaker  
Patience and empathy for diverse clientele  
Excellent critical thinking and researching abilities



Sources:  
<http://www.criminaljusticedegreeschools.com/criminal-justice-careers/>

\* Indicates national median salary  
statistic according to the Bureau of Labor Statistics.  
Please note statistics may vary by state.

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