

AGRICULTURAL LEGAL ASSISTANT

Agricultural legal assistants cannot give legal advice or represent individuals in court, but they play an important role in providing support for supervising lawyers.

WHAT RESPONSIBILITIES WILL I HAVE?

- Draft contracts and other legal documents to submit to a lawyer for review so that the lawyer can verify that the requirements of the client and the law are met
- Perform legal research that will help support arguments in the court setting or in legal briefs
- Travel to farms or job sites in order to take photo documentation or conduct interviews if needed
- Assist in real estate closings, contract writing, filing articles of incorporation and partnership agreements
- Meticulously edit documents
- Provide customer service to clients
- Conduct preliminary interviews of clients and/or witnesses
- Take courses to expand knowledge and capabilities
- File and manage electronic contracts
- Draft correspondence to outside counsels and third parties
- Contact clients to discuss areas of concern and solve problems
- Assist in budgeting and invoice management
- Provide assistance in meeting planning and booking travel



WHAT EDUCATION & TRAINING IS REQUIRED?

A Bachelor's degree in a related field or a paralegal Associate's degree

THE FOLLOWING HIGH SCHOOL COURSES ARE RECOMMENDED...

Agricultural education, English, business and computer courses, government

TYPICAL EMPLOYERS

May work with an independent lawyer or may be hired by an organization or company

FUTURE JOB MARKET/OUTLOOK



SUGGESTED PROFESSIONAL ORGANIZATIONS & ASSOCIATIONS

- National Federation of Paralegal Associations
- State/Local Paralegal Associations
- The Association of Legal Assistants and Paralegals

AVERAGE ANNUAL FULL-TIME SALARY

\$67,000