

# Legal Secretary – An Introduction

**If you're considering becoming a top-notch legal secretary with all the rewards that this career can bring, this is an excellent first step.**

Your legal secretarial training takes you through the legal office, including practitioners and support staff. You'll go on to examine civil and criminal law, the court system and how legislation happens. Your first steps to legal secretarial work continues with layouts, file management, office and client accounts, recording time, client care and abbreviations. Then you complete this, the very best of initial legal secretarial courses, with handling amendments and corrections.

This is a flexible course, so you work at your own pace - and in addition to having Pitman Training on your CV, you keep your workbook as a handy reference guide and on completion, you can progress your career with further legal secretarial courses or opt for the full Legal Secretarial Diploma, the very best of training if you want a high-flying career as a top legal secretary.

## Designed for

If you're considering becoming a top-notch legal secretary with all the rewards that career can bring, this is an excellent first step. If you live in Scotland, there is also a Scottish version of this course, so you can be confident that wherever you work, you've chosen the very best training.

## Aims and Objectives

Unlike other legal secretary courses, this tried and tested programme of study gives you the perfect overview of what's involved and the different legal departments. Meaning you'll have the confidence to show potential employers that you've been trained to high level.

## Prerequisites

Word processing experience to an intermediate level; ideally students should have completed a Microsoft Office Word course.

## Course Content

**Lesson One:** The legal office, legal practitioners, support staff, the legal secretary, importance of proof-reading

**Lesson Two:** Differences between civil law and criminal law, court system and structure, how laws are made, general office procedures, different methods of communication, setting up files for a new client, client care letter, instruction form, telephone attendance note.

**Lesson Three:** House style, business letter layout, special instructions and marks. Routing correspondence, inserting dates into documents, legal document layout, inserting specified horizontal space, precedents and specialised software, preparing a codicil, importance of good file management.

**Lesson Four:** The office account and client account, how time is record, client care and invoicing, business memo layout, letter before action, correct expansion of abbreviations.

**OCR Additional Exercises:** Revision of OCR topics covered during the course, interpreting amendment and correction signs, locating information for insertion in a document.

## Benefits

- **Develop an awareness of the work of a legal secretary in different legal departments**
- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

**Course duration: 8 hours**

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Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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