



# UTSA PARALEGAL CERTIFICATE PROGRAM

11 MONTHS | 3 PHASES | 1 CAREER

The Paralegal Certificate Program is designed and taught by local, practicing attorneys to prepare participants to be knowledgeable, ethical, and effective while emphasizing legal areas where paralegals are most in demand.

**11** Months to complete

be prepared with the knowledge to enter the legal field in three semesters.

**9** Content Areas explored

including: civil litigation, legal research, LexisNexis, family law, and criminal law.

**8** Texas Attorneys as instructors

full-time Paralegal Program instructors that are practicing attorneys in Texas.

## A Growing Career Field

Nationally, Paralegal and Legal Assistant positions are expected to grow at a rate of 8%, slightly faster than the average growth rate for all occupations. Texas is fourth in the nation for employment of Paralegals and the field is expected to grow 27% in the state by 2024.

## Get in Touch



(210) 458-2411  
[utsa.edu/ee/paralegal.html](https://utsa.edu/ee/paralegal.html)

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# Career Growth: By The Numbers

Start a dynamic career path in a growing field! Paralegals are employed in a wide variety of industries including: banking, healthcare, insurance, oil and gas, protective services and real estate.

**UTSA** Extended Education

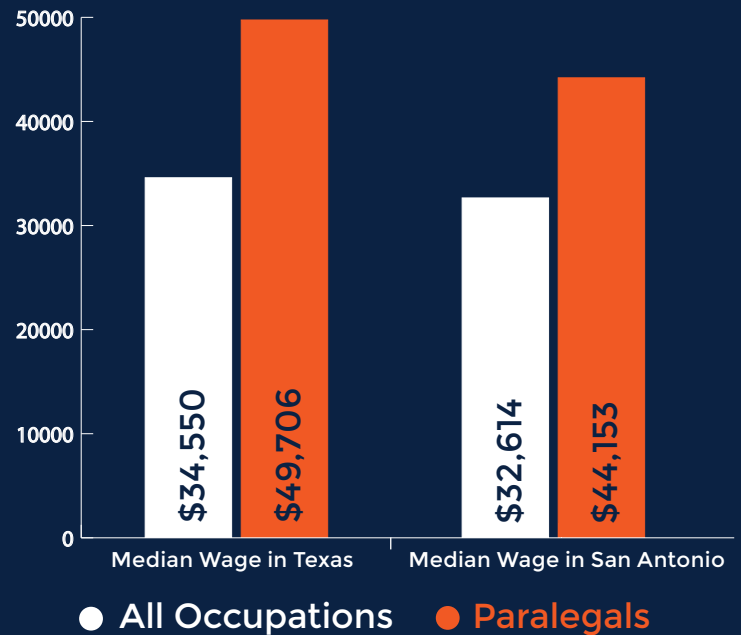
## What Does A Paralegal Do?

- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Meet with clients and other professionals to discuss details of case.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.
- Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.
- Direct and coordinate law office activity, including delivery of subpoenas.

## Sample of Reported Job Titles

- Law Clerk
- Legal Analyst
- Immigration Paralegal
- Legal Assistant
- Paralegal Specialist
- Real Estate Paralegal

## Median Wage of All Occupations vs. Paralegals



\*The above information is provided by the Texas Workforce Commission

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