

The Legal Secretary – An Introduction

- Designed for:** Those who wish to consider a career as a Legal Secretary and gain an overview of the different legal departments
- Prerequisites:** Word processing experience to an intermediate level; ideally students should have completed a Microsoft Office Word course
- Objectives:** To provide an introduction to the work, documentation and responsibilities of a legal secretary. To prepare those who wish to progress to take the OCR Level 2 Legal Text Processing Examination

Course Content

- Lesson One – Including: The legal office, legal practitioners, support staff, the legal secretary, importance of proof-reading
- Lesson Two – Including: Difference 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 – Including: 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 – Including: 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 – Including: 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 personalised 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

What next: Further legal secretary modules
Text Production Level 2
Audio Transcription Level 2