



**Career Community:**

Administrative Services,  
Legal Assisting and  
Court Reporting



## Career Community:

# Administrative Services, Legal Assisting and Court Reporting

### Critical skills and abilities

- attention to detail
- problem-solving
- oral and written communication
- organizational skills
- time management

### Specialized skills and knowledge

- administration, management and virtual operations
- customer and personalized services
- cloud and web technologies
- website maintenance
- in-demand programs and software
- publication design

### Short-term certificates in this Career Community

- administrative office professional
- desktop publishing
- formatting and office skills
- legal assisting
- Microsoft applications professional

### Top hiring industries

- offices of physicians
- general medical and surgical hospitals
- colleges and universities
- offices of lawyers
- insurance agencies and brokerages
- general government support
- commercial banking



Schedule an appointment with a career specialist to explore opportunities in these industries.

Do you pride yourself on your organizational skills, attention to detail and ability to interact with a diverse set of people?

Programs in this community open opportunities to function as important support staff through office administration, judicial court reporting and legal assisting.

## Majors in this Career Community

### EXPLORATORY MAJOR

If you know this career community is the right fit for you but you're unsure of your major, choose the **administrative services, legal assisting and court reporting exploratory major** to get started in the right direction. Your first 15 credit hours are applicable to all majors within this career community, and you'll get the experience to know which major is right for you.

### ADMINISTRATIVE OFFICE PROFESSIONAL

When you're trained in the latest office software and emerging technologies, you'll be a valuable part of any workplace team. Your skills will be critical, whether you're working in business, manufacturing, education or government. Courses completed in the administrative office professional degrees and one-year certificate also can lead to industry-recognized Microsoft Office Specialist (MOS) certifications.

#### *Management major*

Handle the core duties of an administrative office professional along with higher-level decisions, project coordination, payroll, conflict management, information management and more.

#### *Virtual office professional major*

Provide administrative office support and creative services to a variety of clients and businesses from a remote or home-based office with the use of freelance internet sites.

### JUDICIAL COURT REPORTING

Have a front row seat at some of the most interesting trials and legal depositions. Judicial court reporters translate conversations and convert them into a written transcript. Using a stenography machine and Realtime software, court reporters can record more than 225 words per minute and have multiple career choices: official reporter, freelance reporter, broadcast captioner, CART provider and webcast reporter.

### LEGAL ASSISTING

Be ready to step in to assist attorneys in the performance of their professional duties with a degree in legal assisting. With these in-demand skills, you'll be ready to assist organizations such as private law firms, public defenders' offices, court systems, government agencies, corporate legal departments, insurance companies, banks, real estate agencies, community service agencies and programs, or health care facilities.

## Consider these and other careers

job title/description

Canton/Akron  
entry-level  
annual earnings

Canton/Akron  
average  
annual earnings

<p><b>administrative services managers</b> plan, direct or coordinate one or more administrative services of an organization, such as records and information management, mail distribution and other office support services</p>	48,709	94,119
<p><b>executive secretaries and executive administrative assistants</b> provide high-level administrative support by conducting research, preparing statistical reports and handling information requests, as well as performing routine administrative functions, such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings; may also train and supervise lower-level clerical staff</p>	42,630	61,574
<p><b>first-line supervisors of office and administrative support workers</b> directly supervise and coordinate the activities of clerical and administrative support workers</p>	35,870	60,485
<p><b>insurance claims and policy processing clerks</b> process new insurance policies, modifications to existing policies and claims forms; obtain information from policyholders to verify the accuracy and completeness of information on claims forms, applications and related documents, and company records; update existing policies and company records to reflect changes requested by policyholders and insurance company representatives</p>	36,058	47,338
<p><b>insurance underwriters</b> review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications</p>	58,133	84,775
<p><b>legal secretaries and administrative assistants</b> perform secretarial duties using legal terminology, procedures and documents; prepare legal papers and correspondence, such as summonses, complaints, motions and subpoenas; may also assist with legal research</p>	31,668	42,161
<p><b>medical secretaries and administrative assistants</b> perform secretarial duties using specific knowledge of medical terminology and hospital, clinic or laboratory procedures; duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports and correspondence</p>	31,255	38,698
<p><b>office clerks, general</b> perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures; clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation and filing</p>	26,321	40,676
<p><b>paralegals and legal assistants</b> assist lawyers by investigating facts, preparing legal documents or researching legal precedent; conduct research to support a legal proceeding, to formulate a defense or to initiate legal action</p>	36,373	53,445
<p><b>secretaries and administrative assistants, except legal, medical and executive</b> perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers</p>	27,700	40,688

*careers represented may require further education; an advisor will help you determine your pathway*

source: Team NEO (Lightcast Data 2024)





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**Admissions**

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*Some careers represented in this viewbook may require further education. The information provided is based on regional data and subject to change. Please see an SSC advisor to make sure you're on the path to success. / Accredited by the Higher Learning Commission / Stark State College is committed to non-discrimination. For the full policy: [starkstate.edu/non-discrimination](http://starkstate.edu/non-discrimination)*

