



National Occupational Framework: Paralegal and Legal Assistant

Paralegals and legal assistants support attorneys through legal research, document preparation, and case management; assist in preparing for discovery, hearings, and trials; and support correspondence between law firms and with government or public entities. They work in varied legal settings including private law firms, corporate legal departments, and government agencies.

Paralegal and Legal Assistant
National Occupational Framework
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Apprenticeship: A Solution for Recruiting and Training Paralegals and Legal Assistants

Apprenticeship programs combine learning on the job and in the classroom to train workers in the exact skills needed by employers. Paralegals and legal assistants provide foundational support for legal services. Apprenticeships are effective for training paralegals and legal assistants who need to learn how to perform a range of tasks that vary depending on the employer and the area of law in which they work.



Apprenticeship Benefits:

90%
employment retention for apprentices

86%
of employers with programs recommend apprenticeship

\$1.44
return on investment for every dollar spent

WHAT'S INCLUDED IN A [NATIONAL OCCUPATIONAL FRAMEWORK](#)?

- background information to help you learn more about the occupation
- comprehensive list of the competencies apprentices need to do the job
- building blocks of information for employers developing a registered apprenticeship program

Questions? Visit the National Apprenticeship Resource Hub at apprenticeships.urban.org or contact the Urban Institute at apprenticeship@urban.org.



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