

LEGAL ADMINISTRATION

16-Month Certificate

Learn legal terminology, document management, client communication, legal research, and office operations. Gain critical thinking and time management skills and learn ethical standards and how to adapt to the evolving legal landscape.

PROGRAM LEARNING OUTCOMES

- ▶ Apply administrative skills and legal knowledge to efficiently execute legal office procedures.
- ▶ Maintain a high level of confidentiality and integrity in all legal matters, including adherence to professional ethical standards and all applicable legal rules.
- ▶ Manage the day-to-day operations of a legal office or department, including scheduling appointments, managing client files and billings, and coordinating meetings and events.
- ▶ Conduct legal research and compile information from a variety of sources to assist in the preparation of legal documents and court filings.
- ▶ Apply critical thinking, problem solving, and time management skills to efficiently address challenges and manage tasks in a fast-paced, high pressure office environment.
- ▶ Demonstrate accuracy and attention to detail in administrative tasks.
- ▶ Manage financial records, process transactions, and support business operations in an office setting.
- ▶ Present information clearly and concisely in a variety of formats.
- ▶ Utilize Microsoft Office, accounting software, and other industry standard software programs for a variety of administrative tasks.

You might be a good fit for this program if you would enjoy:

- ▶ Working in law and justice.
- ▶ Maintaining excellent attention to detail and being meticulous in your work.
- ▶ Managing multiple tasks and deadlines.
- ▶ Working closely within a team of legal professionals.
- ▶ Interacting with the clients and providing excellent customer service.



Campus/Delivery Options
Victoria Avenue East campus



Available Intakes
September



Work Integrated Learning
8 weeks

EXPECTATIONS

Program and Industry

- ▶ A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.
- ▶ Communicate effectively with team members and clients.
- ▶ Pass a criminal record and vulnerable person checks.
- ▶ Work a variety of shifts, including nights, evenings and weekends.
- ▶ Continually seek and be open to feedback and critiques.
- ▶ Listen to direction and act on it accordingly.
- ▶ Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- ▶ Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- ▶ Work collaboratively with team members and contribute effectively to group projects.
- ▶ Perform static tasks, such as sitting and using a computer.
- ▶ Perform physical tasks, such as operating and maintaining small equipment.

- ▶ Use and keep up to date with changes in technology and be willing to continuously learn and adapt.
- ▶ Work in a collaborative team environment or independently as the situation requires.
- ▶ Take ownership of your work and be accountable for meeting deadlines, communicating progress and solving problems independently as they arise.
- ▶ Maintain a high level of confidentiality and integrity in all legal matters, including adherence to professional ethical standards and the rules.
- ▶ Demonstrate flexibility and adaptability to changes in the work environment.

CAREER OPPORTUNITIES

- ▶ Legal offices
- ▶ Municipal offices
- ▶ Land titles
- ▶ Judicial systems
- ▶ Mortgage companies

ADMISSION REQUIREMENTS

- ▶ A complete Manitoba Grade 12 or equivalent
- ▶ English 40G/40S or equivalent
- ▶ Consumer/Essential Mathematics 40S or equivalent

NEXT STEPS

Confidence in the career path you choose to embark on is key, and selecting the right program for you is the first step. At Assiniboine, we offer an opportunity to explore and experience a program before applying. Choose to:

SPEND A DAY WITH US

Our Spend a Day program runs from November to March for most programs. When you spend a day at Assiniboine, we partner you with a current student in the program of your choice and you will have the opportunity to:

- ▶ Participate in classroom activities
- ▶ Experience college life
- ▶ Explore all of our helpful services for students
- ▶ Meet current college students and instructors
- ▶ Enjoy a free lunch on us!

assiniboine.net/spendaday

ATTEND AN ONLINE INFO SESSION

Our free, live online information sessions give you the inside scoop on the program you're interested in and life at Assiniboine. Register in advance and from the comfort of your own home, log in to learn about Assiniboine.

assiniboine.net/infosessions



Ready to Start?
APPLY NOW!