



## Career Community:

Administrative Services,  
Legal Assisting and  
Court Reporting



**Career Community:**

# Administrative Services, Legal Assisting and Court Reporting

## Find out more.

Identify and explore your unique Holland code.



Schedule a career exploration appointment with a Stark State career specialist.

call 330-966-5459

email [careerservices@starkstate.edu](mailto:careerservices@starkstate.edu)

stop in main campus - M104

SSC Akron - Gateway Student Services

or hover your camera over this QR code and tap the link



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 careers in administrative office professional, judicial court reporting, legal assisting, and training and development and transfer options.

## Consider these and other careers

job title/description	Entry-level annual wage	Canton average annual wage	Akron average annual wage
<b>administrative assistant</b> ⚡ <b>other titles: office assistant; office administrator</b> perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files or providing information to callers	25,450	38,100	38,500
<b>executive administrative assistant</b> ⚡ <b>Other titles: administrative coordinator</b> provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervisor clerical staff	40,150	55,000	56,900
<b>legal secretary</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	28,150	46,900	45,000
<b>medical secretary</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	28,550	35,200	42,200
<b>paralegal; legal assistant</b> ⚡ assist lawyers by investigating facts, preparing legal documents, or researching legal precedent	35,850	43,900	56,800

⚡ = high-demand, good-paying occupation: at least 1,000 job openings projected over 10-years (2022-2032) in the northeast Ohio region (9 counties in Akron, Canton and Cleveland MSA's) and jobs pay at least \$15/hour

source: *JobsEQ*® 2020

## Critical skills and abilities

- active listening
- critical thinking
- oral and written communication
- time management

## Technical skills and knowledge

- administration and management
- computers and electronics
- customer and personal service
- data entry software
- electronic mail software

## Short-term certificates in this Career Community

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

## Some local employers with jobs in this Career Community

Allstate Insurance  
Aultman Health  
Cleveland Clinic  
Diebold Nixdorf  
Edward Jones  
FirstEnergy  
GPD Group  
Sikich LLP  
State Farm  
The J.M. Smucker Company

## 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 degree, majors 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.

### TRAINING AND DEVELOPMENT

Gain skills in planning, implementing, and assessing critical training needs for every field. With a degree in training and development, you'll be prepared for a growing profession and gain an understanding of adult learning theories, instructional design and organizational culture. You'll learn how to implement technology across curricula and training in multiple environments with a blend of theory and technical skills. Supplement your current degree and set yourself apart by obtaining a training and development certificate or degree. You'll gain in-demand skills to train others in the field you are passionate about.



**Stark State**  
COLLEGE

6200 Frank Ave NW  
North Canton, OH 44720

**Admissions**

330-494-6170 ext. 4228 | 1-800-797-8275 | [info@starkstate.edu](mailto:info@starkstate.edu)

**Career Services**

330-966-5459 | [careerservices@starkstate.edu](mailto:careerservices@starkstate.edu)

*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)*

