



LEGAL SECRETARY JOBS - TOP 10 WAYS TO SUCCEED AS A LEGAL SECRETARY

The best part? You need not have a degree in law but still can rake as much or even more than what the lawyer does. It of course comes with a 'hard work' clause. And in law, you need to have panache for solving cases. Lawyers look at twisting the law and getting their work done – so you have to be a master manipulator and also a good student of the subject as well! Here are top 10 ways to succeed as a legal secretary:

1. **Willful Participation:** The main reason why you came into this profession should not be money but opportunity. Money is only a by-product of your hard work and perseverance. You must be willing to participate in court proceedings and group discussions. Only then you will be able to rise as a legal secretary.
2. **Making Notes:** The best student is the one who can take running notes. You'll realize the importance of running notes when you're in this profession. Expert discussions won't give you the time to think, let alone write! The thought process develops as you think and write rather than just blindly taking notes of what is being taught and/or discussed. One of the other good ways is by recording whatever is being said and then studying and re-studying that to understand the subject matter.
3. **Being a Master Observer:** A legal secretary doesn't need to be a lawyer but the very fact that they are connected to the legal profession should make them a master observer.
4. **Quick Learner:** A good observer learns faster and that will decide your future course, hereon.
5. **Consulting Real Groups and Professionals:** From professionals and experienced people comes great assistance especially when you're new into this legal consultation job.
6. **Law Journals to the Rescue:** Various law journals published and e-books on the same available on the internet will help you get a lowdown on the same. Write ups by leading professionals and articles will surely help you understand and analyze their perspective on a particular law or case.
7. **Money is not everything:** The scope of work should be the thing that should matter to you when starting out. THAT will enrich your experience and on the basis of that experience, you can charge your clients.
8. **Internships:** Internships are a great way to take a mid-career break and then focus deeply on the subject without having the deadlines craning at the back of you!
9. **Government Aid:** The best places to start as a legal secretary is at government firms and then build on the name you've created for yourself.
10. **End Game:** The whole process of being a successful legal secretary is to focus on the end game more than the beginning!

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