

THE CAREER LEGAL SECRETARY

Revised Edition



**NATIONAL ASSOCIATION OF
LEGAL SECRETARIES** (INTERNATIONAL)

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THE CAREER LEGAL SECRETARY

Revised Edition

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(INTERNATIONAL)

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PREFACE

For the most part this text is written in the second and third persons. While the third person is often used, the editors feel that exclusive use of the third person would make reading the text unnecessarily stilted. Therefore, use of the second person is used more often because the editors feel that students prefer the informality of the second person.

The National Association of Legal Secretaries (NALS) is aware that the current trend in the use of pronouns is to use his/her or she/he or to rewrite material to avoid completely the use of a pronoun. Both alternatives were considered, and again the editors feel that either alternative would make the text tiresome. Although we recognize that there are lawyers and secretaries of both sexes, the majority of legal secretaries are women and the majority of attorneys are men; therefore, the feminine gender is used for legal secretaries and the masculine gender is used for attorneys. NALS believes that ability—not sex—governs the choice of a career. Therefore, wherever it is used in this book the masculine gender includes the feminine, and the feminine gender includes the masculine. Although the text refers primarily to legal secretaries, the information in the book is in fact of benefit not only to legal secretaries but to all legal support personnel.

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HOW TO USE THIS BOOK

The Career Legal Secretary is presented by the National Association of Legal Secretaries as a legal secretarial training course at the post-secondary school level as well as the official text for the NALS Official Course, which is taught by secondary schools, colleges and universities, and by local legal secretaries associations.

It is intended for use as a training aid for people who are entering or have recently entered the legal field. It does not attempt to teach the law, and it assumes that the student has already acquired many of the technical skills required in any office.

Because of its nature, the text is broad. Both the workbook and the teacher's manual which accompany the text offer suggestions on how to apply the general material to the local area. However, in spite of its generality, NALS believes that concentrated study of this text will give the student a good foundation upon which to broaden her knowledge and advance her career.

This text is not intended as a legal authority, and it should not be used in that manner. Its intent is purely informational. Likewise, none of the illustrations in the text should be used in the office except under direct supervision of an attorney. Legal procedures change daily, and the support staff in a law office is responsible for keeping abreast of changes, just as attorneys are.

This text emphasizes professionalism. NALS considers the legal secretarial field as a *profession* and strives constantly to achieve the professional recognition it believes this field deserves.

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