Paralegals and Legal Assistants

Paralegals and legal assistants perform a variety of tasks to support attorneys, including maintaining and organizing files, conducting legal research, and drafting documents.


- 2010 Median Pay
  - $46,680 per year
  - $22.44 per hour

- Entry-Level Education
  - Associate’s degree

- Most paralegals have an associate’s degree or a certificate in paralegal studies.

- Number of Jobs, 2010
  - 256,000

- Job Outlook, 2010-20
  - 18% (About as fast as average)

Course Information


No prior work experience in the paralegal field is needed to enroll.

Cost of each non-credit course is $199.00 plus books and materials which are available at the GBC Bookstore 775.753.2270.

Courses include:
- Introduction to Law/Civil Procedure
- Law Office Practice
- Legal Research and Writing
- Communication Skills and Legal Ethics
- Pleadings and Motions
- Investigation, Discovery, and Trial Prep
- Family Law
- Torts and Contracts

Instructor

Zane Negrych, J.D.

Education: Santa Clara School of Law

Professional Experience:
- Staff Attorney/DUI Diversion Program Coordinator; Fourth Judicial Court Dept. I, Elko, Nevada
- Private Legal Practice
- Guest Lecturer and Panel Member for Santa Clara University Law School
- Constitutional Law Consultant

For more information call 775.753.2231
3 EASY WAYS TO REGISTER

1. In Person at
   GBC Continuing
   Education Office,
   (Located in Berg Hall)
   1500 College Parkway
   Elko, NV  89801

2. Online
   www.campusce.net/gbcnv

3. By phone 775.753.2202 or
   775.753.2231

Office Hours:
8 a.m.-5 p.m.
Monday - Friday

Enroll early to guarantee a spot in this exciting new program!

Evening classes offered in a convenient 8-week format.

For more information:
775.753.2231

Check schedule of classes at:
www.campusce.net/gbcnv

Great Basin College (GBC) does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, military status, disability, national origin, gender identity or expression, or genetic information. For inquiries, 775.738.8493.

This is a non credit program.