

Legal Assistants Job Interview Questions And Answers



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Legal Assistants Interview Questions And Answers Guide.

Question - 1:

What is the workplace of a Paralegal like?

Ans:

Paralegals are found in all types of organizations, but most work for a corporation's legal department, government agencies or law firms. They usually work full time, and although most paralegals work year round, some are temporarily employed during busy times of the year. Paralegals who work for law firms may need to work overtime to meet deadlines. Occasionally, paralegals travel to gather information and do other tasks, but for the most part work in offices and law libraries.

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Question - 2:

What is the reason to become a paralegal?

Ans:

Paralegals typically work with attorneys in all aspects of their practices including helping them prepare cases for trial, researching matters, speaking with clients, and preparing documents for court deadlines. A paralegal is often vital to a lawyer's success.

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Question - 3:

What does a paralegal do compared to a legal assistant or a legal secretary?

Ans:

A paralegal's job description will vary depending on the attorney, the type of law the attorney practices, the size of the law firm and the location of the law firm.

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Question - 4:

Tell me about a complex legal decision that you had to make and the process you used to make a decision?

Ans:

It is a paralegals job to make clear coherent decision independently. This includes getting all the required information and essential facts. It is then the paralegals job to choose the best alternative decision, while focusing on a logical and systematic decision-making process.

You should demonstrate all the above to the interviewer

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Question - 5:

Describe a time when you had to deal with a difficult client?

Ans:

A Paralegal is the face of the company and during this time professionalism is required.

You should tell the interviewer about specific techniques you used when handling a difficult client and how you stayed calm. At the same time explain how you were able to get all the necessary facts and information, discussing options and coming to an agreement.

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Question - 6:

Give an example of a time when you had to organize a lot of data that had to be used within a tight deadline?

Ans:

As a Paralegal there are times when research and analysis of data is required for written reports and summaries. Working under pressure is also necessary.

You should tell the interviewer about times you were under pressure and the steps that you took. You should use specific examples, to highlight key issues. You should highlight your application process, and the relevant legal principals you used when doing so.

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Question - 7:



What does a paralegal do?

Ans:

Paralegals may typically do the following:

- * Help lawyers during trials
- * Conduct research on laws, legal articles and regulations
- * Organize and present information
- * Keep information related to cases in computer databases
- * Help lawyers by writing reports to prepare for trials
- * Investigate facts of a case
- * Draft correspondence and documents, such as mortgages and contracts
- * Get formal statements and affidavits that could be used as evidence in court

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Question - 8:

How to craft a solid resume?

Ans:

Your resume should be a professional and thorough representation of your skills, experience and education. It is the document that tells potential employers why they should consider you for a position, whether you meet their minimum criteria for hiring, and what unique skills or interests you will bring to their company. Use fonts that will open on any computer. Make sure your contact information is obvious and professional. For example, if your email ID is ILovePuppies, you should create a professional address to add to your resume. Ensure that your resume is proofread and contains no grammatical errors. Have several people look at it for visual appeal, strength of content and proofreading purposes. Print it on good quality paper if you will be mailing a physical copy.

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Question - 9:

Why to have a professional sounding voicemail message?

Ans:

When a hiring manager calls to offer you an interview, you want your outgoing message to sound responsible and professional.

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Question - 10:

Why should you ensure that your presence on the internet conveys a professional message?

Ans:

Many employers will perform internet searches on potential employees, view their Facebook pages, LinkedIn profiles and Twitter feed, and read their blogs. Search yourself and make sure that your e-presence conveys a professional image.

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Question - 11:

How would you pay attention to your personal appearance?

Ans:

Your clothing and hair will make a first impression on a potential employer. Professionalism is important, especially in the legal field. Look and dress the part, especially at job fairs and interviews.

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Question - 12:

How would you have positive references available?

Ans:

Contact educators and former coworkers to ask if they would feel comfortable giving a reference for you. Have a list of these contacts available.

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Question - 13:

Why to write a strong cover letter?

Ans:

Your cover letter should be professional in tone and font, strongly written and containing no grammatical errors. However, your cover letter also gives you an opportunity to let some of your personality show. Do not simply summarize your resume. Tell the hiring manager what make you the right candidate for this job. Go into detail about relevant work experience or skills that would make you an asset to the company. Research the company to strengthen your case and show your interest in working for them.

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Question - 14:

How would you find a job as a paralegal?

Ans:

Once you have completed your education or decided to pursue a direct-entry into the profession, it is time to begin your job search. The legal profession has a high standard of professionalism, with professional appearance and attitude being valued both in person and on paper. Strong candidates will:

- * Craft a solid resume
- * Write a strong cover letter



- * Have positive references available
- * Pay attention to your personal appearance
- * Have a professional sounding voicemail message

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Question - 15:

What are interpersonal skills?

Ans:

Both in day-to-day dealings with lawyers and other professionals, and in working with clients, strong interpersonal skills will benefit a paralegal. Consider supplemental training in conflict resolution, mediation, active listening, group communication and other avenues for both honing your own interpersonal communications and assisting others.

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Question - 16:

Tell me about research?

Ans:

While many research skills are taught in paralegal studies programs, practice definitely helps paralegals become more efficient. Additional workshops on Boolean searches, specific computer programs like library and information sciences and other research opportunities will improve your efficiency and effectiveness.

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Question - 17:

What are computers and technology?

Ans:

Increasing amounts of paralegal's work is being done by computer, from correspondence to calendaring dates to legal research. Paralegals will be well served by having a strong command of word processing, databases, spreadsheet, presentations, internet searches and the like.

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Question - 18:

What is written communication?

Ans:

Strong written communication skills are imperative for paralegals who must present information in written form on correspondence, drafts, pleadings, motions, briefs, contracts and numerous other documents daily. You must be able to communicate accurately and precisely on paper and across many forms of media: letters, documents, email, and fax. You must have a strong command of grammar, punctuation and factual, persuasive writing. Give yourself many opportunities to practice, through tutoring, writing classes or self-study.

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Question - 19:

List some additional skills to develop a paralegal?

Ans:

Here are some additional skills of paralegal:

- * Oral Communication
- * Written Communication
- * Computers and Technology
- * Research
- * Interpersonal Skills

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Question - 20:

What is oral communication?

Ans:

As paralegals are frequently dialoging with lawyers, clients and other professionals, strong communication is a must. Any class, conference, workshop or meeting that gives you the chance to practice clear and precise speech can be helpful. Look for Toastmasters International, debate clubs, public speaking workshops and other opportunities.

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Question - 21:

How to become a paralegal?

Ans:

You are interested in law, you are detail-oriented, you enjoy critical thinking tasks and research. At this juncture you must decide which path to follow in order to find a job as a paralegal. There are several possibilities:

- * Earn a certificate or degree
- * Find employment that provides on-the-job training for paralegals
- * Find a job in the legal field, such as legal secretary or court clerk and work your way up to a paralegal position

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**Question - 22:**

List some areas of specialization of paralegal?

Ans:

There are numerous legal specialties from which paralegals may choose. Some of the more popular areas are:

- * ABA Paralegal
- * Bankruptcy
- * Corporate
- * Family Law
- * Freelance Paralegal
- * Immigration
- * Litigation
- * Nurse Paralegal
- * Paralegal Specialist
- * Real Estate

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Question - 23:

Who approves programs for ABA paralegals?

Ans:

The Standing Committee on Paralegals approves ABA-Approved Paralegal Education programs to "enhance their careers goals as a paralegal." The Standing Committee, although it does not provide ratings for ABA-approved educational programs, provides an approved status to help individuals find programs that meet specific standards.

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Question - 24:

Why should we employ you for the job?

Ans:

You should put focus on what you can bring to the organisation. Some qualities can include the following:

- * Legal knowledge
 - * Abilities
 - * Legal experience and skills
- Now you should bring specific attention to the qualities that you bring, by highlighting particular strengths such as
- * Your analytical ability,
 - * Your specialist knowledge
 - * Your research skills
 - * Your e-discovery

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Question - 25:

What methods do you use to show that your work is accurate?

Ans:

You will need to highlight your attention to all the details within a specific task, whether it was small or big. You should then tell the interviewer about your systems and processes used for checking your work and its accuracy.

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Question - 26:

How did you deal with confidential and sensitive information in the past?

Ans:

It is essential that a paralegal shows a lot of diplomacy, when using and dealing with sensitive and confidential information. You will need to provide a specific time when you done so.

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Question - 27:

What are the tools a paralegal needs for organizing and planning day to day?

Ans:

The things you should tell the interviewer are as follows:

- *The systems you use to keep your self organized.
- *How you prioritize your workload.
- *The way you plan and schedule your work.
- *How you are able to keep focused throughout any conflicts and time limitations..

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Question - 28:

What skills are most important for a paralegal?

Ans:

Organization and planning, research and analytical skills, writing skills, judgment and decision-making skills, attention to detail, strong communication skills, patience and perseverance, confidentiality and sensitivity.



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Question - 29:

Have you ever had a conflict with a boss, how did you resolve it?

Ans:

If you say no, most interviewers will keep drilling deeper to find a conflict. The key is how you behaviorally reacted to conflict and what you did to resolve it.
Example:

"Yes, I have had conflicts in the past. Never major ones, but there have been disagreements that needed to be resolved. I have found that when conflict occurs, it helps to fully understand the other person's perspective, so I take time to listen to their point of view, and then I seek to work out a collaborative solution.

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Question - 30:

What kind of challenges are you looking for in this position?

Ans:

The best way to answer questions about the challenges you are seeking is to discuss how you would like to be able to effectively utilize your skills and experience if you were hired for the job. You can also mention that you are motivated by challenges, have the ability to effectively meet challenges, and have the flexibility and skills necessary to handle a challenging job. You can continue by describing specific examples of challenges you have met and goals you have achieved in the past.

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Question - 31:

What is your greatest weakness?

Ans:

Be realistic and mention a small work related flaw. Many people will suggest answering this using a positive trait disguised as a flaw such as "I'm a perfectionist" or "I expect others to be as committed as I am." I would advocate a certain degree of honesty and list a true weakness. Emphasize what you have done to overcome it and improve. This question is all about how you perceive and evaluate yourself.

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Question - 32:

What experience do you have in this paralegal field?

Ans:

If you are switching careers or trying something a little different, your experience may initially not look like it is matching up. That is when you need a little honest creativity to match the experiences required with the ones you have. People skills are people skills after all, you just need to show how customer service skills can apply to internal management positions, and so on.

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Question - 33:

What was a suggestion you have made that was implemented in paralegal field?

Ans:

If your previous company took your advice and ended up going bankrupt, that is not such a great example either. Be prepared with a story about an idea of yours that was taken from idea to implementation, and considered successful.

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Question - 34:

What is paralegal?

Ans:

A paralegal is a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible, and absent such assistant.

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