West Los Angeles College
Legal Secretary
Program SLOs

1. Use current and emerging computing technology to enhance business and individual productivities.
2. Be proficient in the use of general and specialized computer software as used in law offices and the courts.
3. Attend to details accurately in the preparation, perfection and assembly of appropriate forms (including pleading forms), documents, exhibits, and records. This includes accurate use of legal terms, spelling, grammar, punctuation, word processing formatting, margins, footers, headers, columns, tables, line spacing, and numbering.
4. Be knowledgeable of legal terms and definitions, and applicable federal and state laws, as they may pertain to the specialty practiced.
5. Be familiar with California health and safety codes, penal, and evidence codes, and able to efficiently become knowledgeable of them on the job.
6. Maintain a non-judgmental attitude and practice strict observance of the confidential nature of the practice of law, both in the office/courts and on the outside.
7. Work independently and as a member of the legal team.
8. Perform as a professional in appearance, communications, and conduct in the work setting.
9. Understand and respect the roles of other office/court employees, including paralegals, attorneys, officials of the court system, and in contacts with clients
10. Adhere to time, date, and place requirements for calendaring, scheduling, appearing and filing legal activities.