

The Iowa Association of Legal Assistants has student/school liaisons, or members near the schools, who are available as resources for students.

Des Moines Area Community College
Des Moines, IA

Kirkwood Community College
Cedar Rapids, IA

Iowa Lakes Community College
Estherville, IA

Kaplan University
Mason City, IA

Kaplan University
Davenport, IA

Iowa Western Community College
Council Bluffs, IA

If you would like more information on who to contact for information regarding the above programs or IALA, please send your inquiries to one of the following addresses:

info@ialanet.org

membership@ialanet.org or

president@ialanet.org

PO Box 93153
Des Moines, Iowa 50393
www.ialanet.org

Iowa Association of Legal Assistants



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raising the bar

the
legal assistant

IALA

what is a paralegal/legal assistant?

A paralegal/legal assistant performs law-related work under the supervision of a lawyer. Paralegals are not lawyers, and although the tasks performed and responsibilities assumed vary widely, the ultimate responsibility for their work remains with the lawyer. The *Dictionary of Occupational Titles*, published by the U.S. Department of Labor, recognizes the job classification “paralegal” and “legal assistant” as persons different from lawyers who perform a variety of tasks for, and as directed by, the lawyer.

The background and training of a paralegal also varies. The introduction of formal paralegal training programs has provided educational opportunities in general areas of law as well as specialized areas, such as corporate law, litigation, or real estate.

what does a paralegal/legal assistant do?

One of the primary purposes of a paralegal/legal assistant is to enable the lawyer to be efficient in the use of his or her time and more productive in the quality of his or her work. A paralegal/legal assistant can relieve the lawyer of many time-consuming and burdensome tasks that, in many instances, can be done by a paralegal at less cost.



Tasks commonly performed by a paralegal include:

- Research case and statutory law, and prepare memoranda
- Prepare routine pleadings, interrogatories, answers to interrogatories, affidavits, and related instruments
- Conduct civil and criminal investigations
- Maintain docket control, including notification of clients, witnesses, and attorneys
- Prepare routine memoranda, correspondence, and reports
- Conduct fact-finding interviews with clients and witnesses, and conduct medical and scientific research

what courses of training are available?

The American Bar Association has approved the following Iowa paralegal programs:

Des Moines Area Community College
Des Moines, IA
Kirkwood Community College
Cedar Rapids, IA

The following schools offer paralegal programs:

Iowa Lakes Community College
Estherville, IA
Kaplan University
Mason City & Davenport, IA
Iowa Western Community College
Council Bluffs, IA

*All legal courses have lawyers as instructors. Each institution also requires an internship under the supervision of a lawyer.