Employment of paralegals and legal assistants is projected to grow 28 percent between 2008 and 2018, much faster than the average for all occupations. Employers are trying to reduce costs and increase the availability and efficiency of legal services by hiring paralegals to perform tasks once done by lawyers. Legal assistants are performing a wider variety of duties, making them more useful to businesses.*

*Source: Bureau of Labor Statistics
United States Department of Labor

Legal Assistant Certificate Program

Program Instructors

Richard Brink
Attorney
Chemung County Family Court

Christopher Denton
Attorney
The Denton Law Office, PLLC

Marichiel Lewis
Attorney

John Maloney
Attorney
Keyser, Maloney, & Winner, LLP

Melissa Pruyne
Paralegal
Keyser, Maloney, & Winner, LLP

The Honorable Richard Rich
Chemung County Court Judge

Mark Smith
Attorney
Barton, Smith, & Barton, LLP

As a practicing attorney my priority is solving every-day legal problems. Knowing the foundations of New York law, knowing how to research what one doesn’t know, and knowing how to apply both these attributes to solving everyday legal problems is what the Elmira College Legal Assistant Certificate Program accomplishes. These are the skills that a law office staff needs; this is the program that can provide them. I highly recommend this excellent program.

Christopher Denton, Esq.
Practicing Attorney, author
co-founder of the Atlantic States Legal Foundation
Elmira College Adjunct Instructor

EC at Night...for a better tomorrow!

“Share in a tradition that transforms lives.”
The objectives of the Legal Assistant Certificate program are to prepare persons for employment in law-related occupations. Completers will be qualified to work with lawyers in public and private law practice, in the judiciary, corporations, and government. The curriculum stresses understanding and reasoning, rather than rote learning of facts and information.

Upon successful completion of the Program, a person will be able to:

• conduct investigative and discovery-related tasks;
• perform legal research of primary and secondary sources, both print and online;
• formulate legal opinions through careful analysis of factual scenarios;
• write interoffice memoranda, client correspondence and basic legal documents in a clear and concise manner and in the proper format; and
• carry out legal tasks in an ethical manner in accordance with the New York Rules of Professional Conduct.

The Elmira College Legal Assistant Certificate non-credit training program provides the fundamental knowledge of legal terminology, procedural and substantive law, and drafting of legal documents and research.

It is important to understand the role of a legal assistant. Legal assistants cannot give legal advice, accept cases, set legal fees, represent clients in court, or perform any legal service without the supervision of a licensed attorney.

The American Bar Association defines a legal assistant as “a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, government agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

Our instructors are local, experienced professionals, who bring career-related insight to their teaching and provide networking opportunities within the community for students. Module courses are offered in a blended format, which is a combination of on-line and traditional classroom learning. An internship is an important experiential component of this training, and each student will also develop, with the assistance of a career consultant, an up-to-date professional vitae. This program emphasizes hands-on learning and practical applications and provides the students with the skills, knowledge, and resources to be career ready at the completion of just 15 weeks.