

Legal Secretaries (43-6012)

Occupation description: Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

Employment and Job Openings

	Employment			Average annual openings		
	2016 estimate	2026 projection	Percent change	Labor force exits	Occupation transfers	Total
Alaska	416	339	-18.5	20	20	32
United States	194,700	157,500	-19.1	9,500	9,200	14,990

Job outlook

Alaska: Alaska's employment growth is low with moderate employment opportunities. [Read more.](#)

2018 Wages

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
United States	24.06	13.43	16.83	22.29	29.83	37.63
Alaska	23.20	18.19	19.31	21.87	24.73	32.91
Anchorage/Mat-Su Area	23.35	17.71	18.89	21.66	25.14	34.09
Fairbanks North Star Borough	22.64	18.24	19.31	21.94	25.32	28.89
Balance of State	22.97	18.59	19.96	22.10	24.23	28.19

Labor Force Indicators

2016 Worker Characteristics

Total workers	Nonresident workers	Percent nonresident	Percent age 45 plus	Percent age 50 plus
453	24	5.3	46.7	38.2

2016 Potential Supply

Qualified but working in another occupation	107
Currently employed in a lower paid occupation	38
UI claimants previously working in occupation	36

2016 ALEXsys Employment Data

Number of registrants	254
Number of job position postings	4
Ratio of registrants to job position postings	63.5

Typical Entry-level Education, Experience, and/or On-the-job Training

Education: High school diploma or equivalent

Work experience: None

On-the-job training: Moderate-term on-the-job training

Training Resources

	Degree
University of Alaska Anchorage, Mat-Su (Palmer)	
Legal Secretary	CT1

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