

## 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.](#)

### 2019 Wages

	Mean Wage	Wage by Percentile				
	Mean	10th	25th	Median	75th	90th
United States	24.47	13.83	17.20	22.74	30.52	38.27
Alaska	24.07	17.64	19.03	23.52	28.23	34.13
Anchorage/Mat-Su Area	23.50	17.50	18.68	23.56	27.54	32.02
Fairbanks North Star Borough	21.58	15.53	18.18	19.39	25.25	30.21
Balance of State	26.50	18.52	20.79	24.40	33.11	36.63

### 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
<a href="#">University of Alaska Anchorage, Mat-Su (Palmer)</a>	
<a href="#">Legal Secretary</a>	CT1

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