



Legal Secretaries and Administrative Assistants



Ranked

72

by count of job opportunities

Percentage

0,35%

of all job opportunities

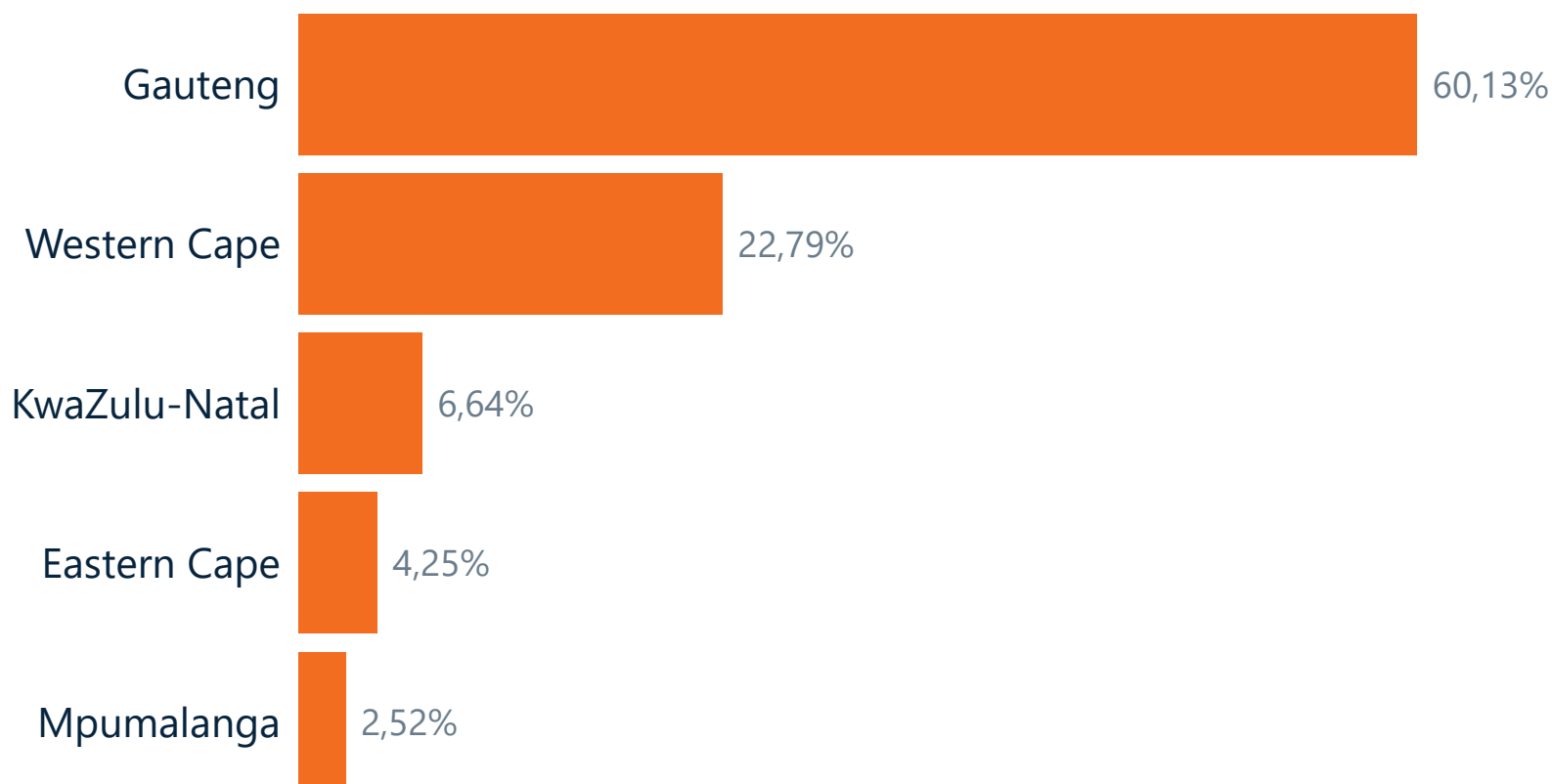
Hard-to-Fill

24,05%

% job opportunities that are "hard-to-fill"

Top 5 Provinces

by percentage of job opportunities





Legal Secretaries and Administrative Assistants

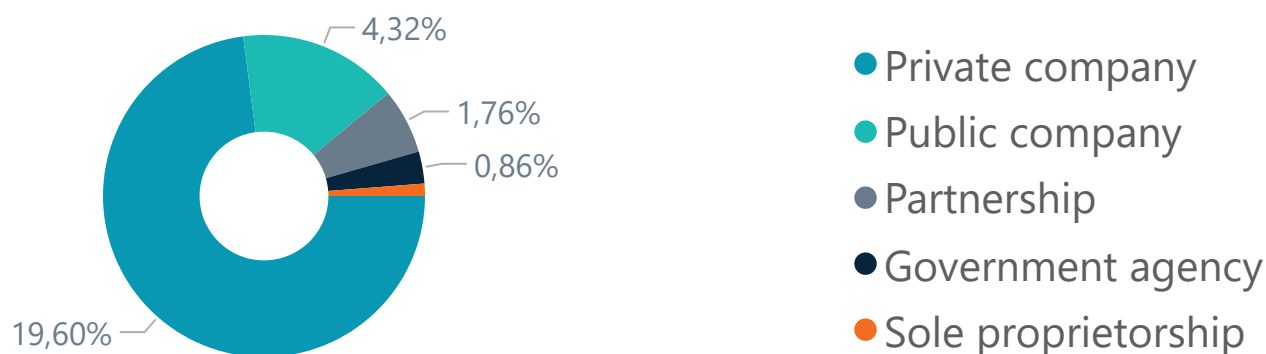
Top 5 Industries

by percentage of job opportunities

Professional, scientific and technical activities	29,99%
Administrative and support activities	22,45%
Financial and insurance activities	5,56%
Information and communication	2,20%
Wholesale and retail trade	2,02%

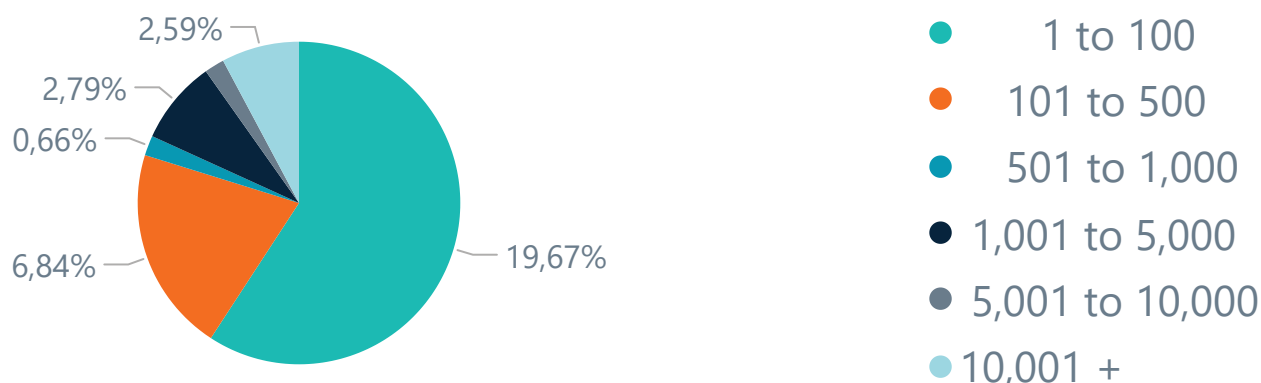
Top 5 Company Types

by percentage of job opportunities



Top 5 Company Sizes

by percentage of job opportunities



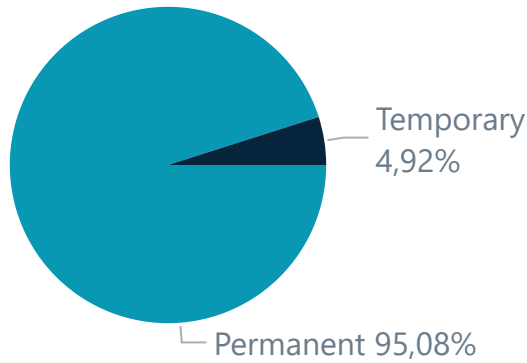


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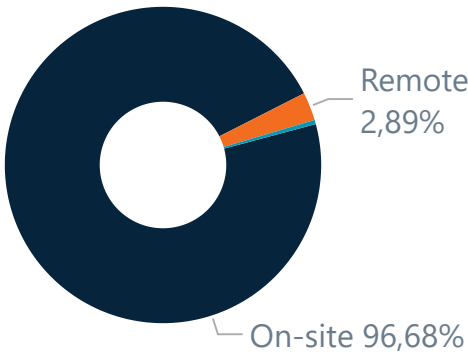
Employment Type

percentage of job opportunities



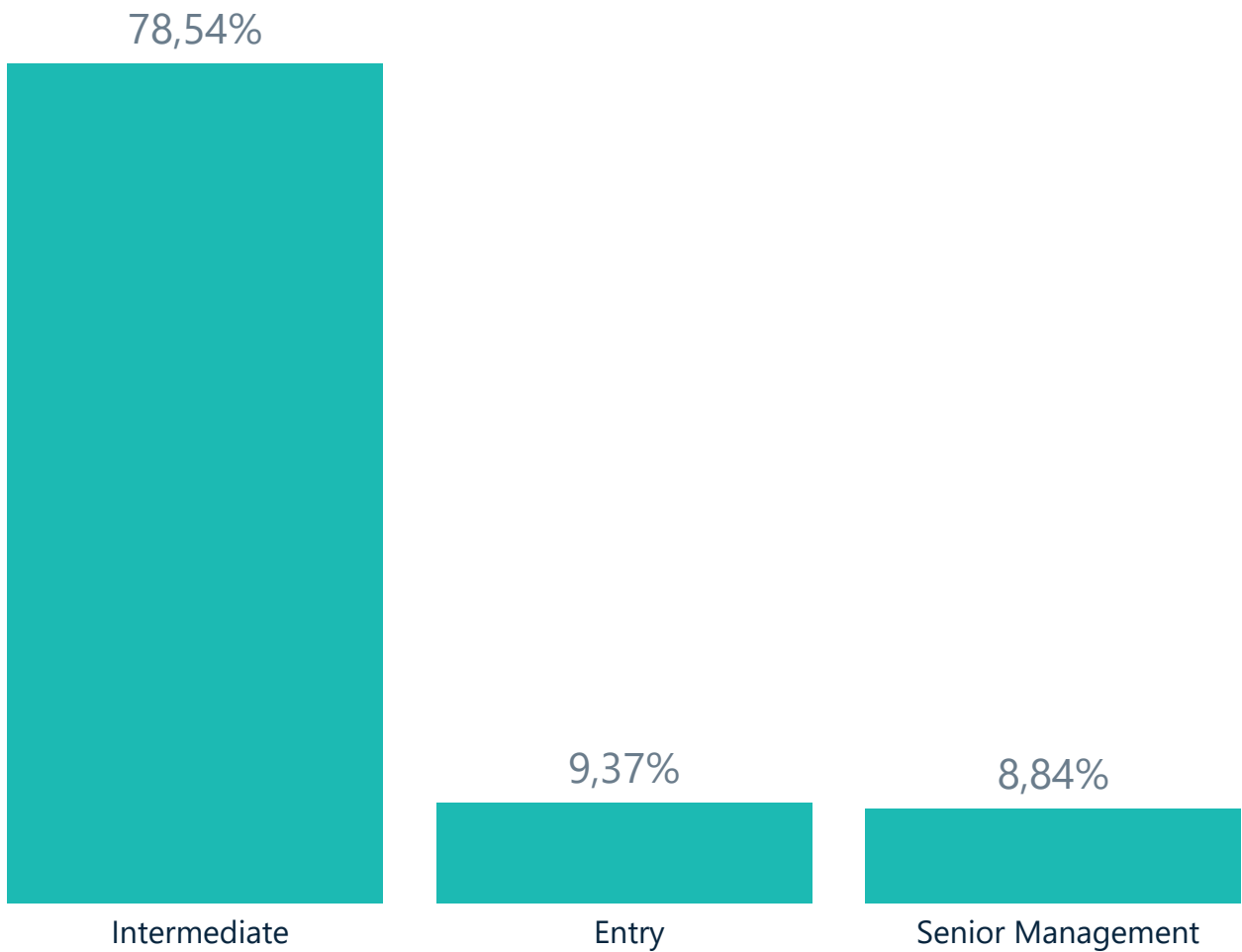
Employment Flexibility

percentage of job opportunities



Top 3 Employment Levels

by percentage of job opportunities



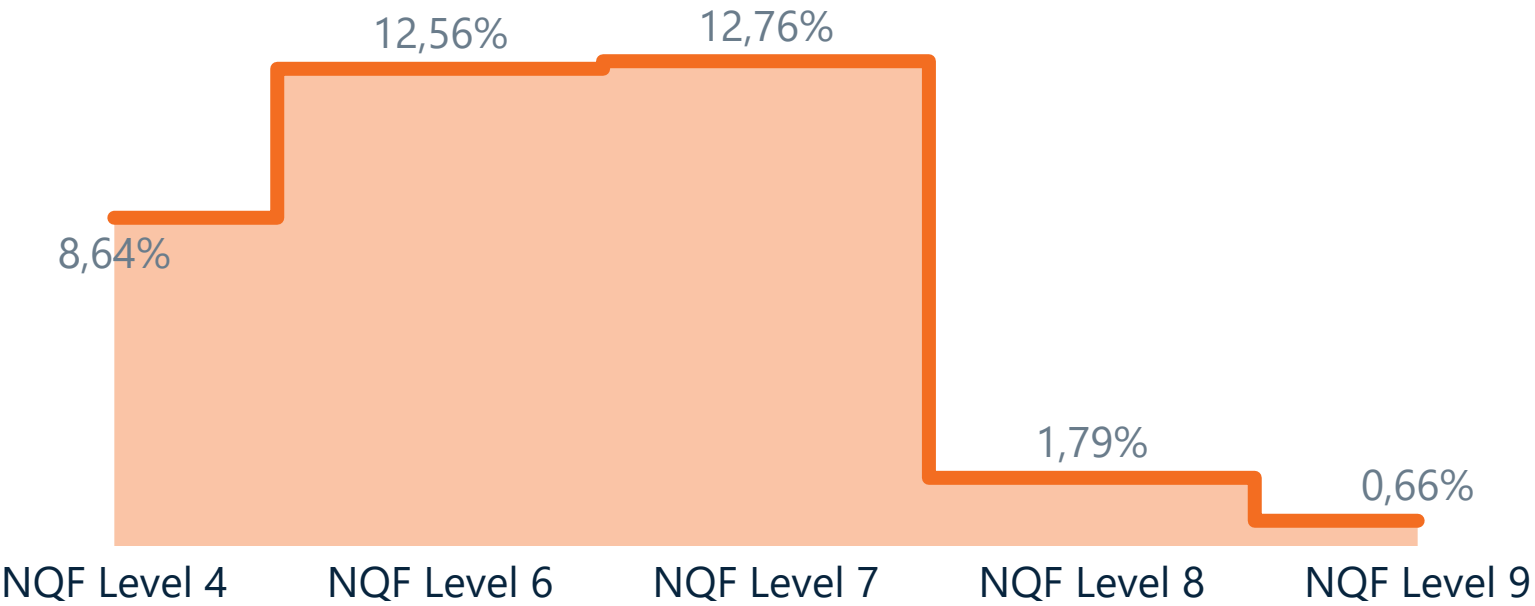


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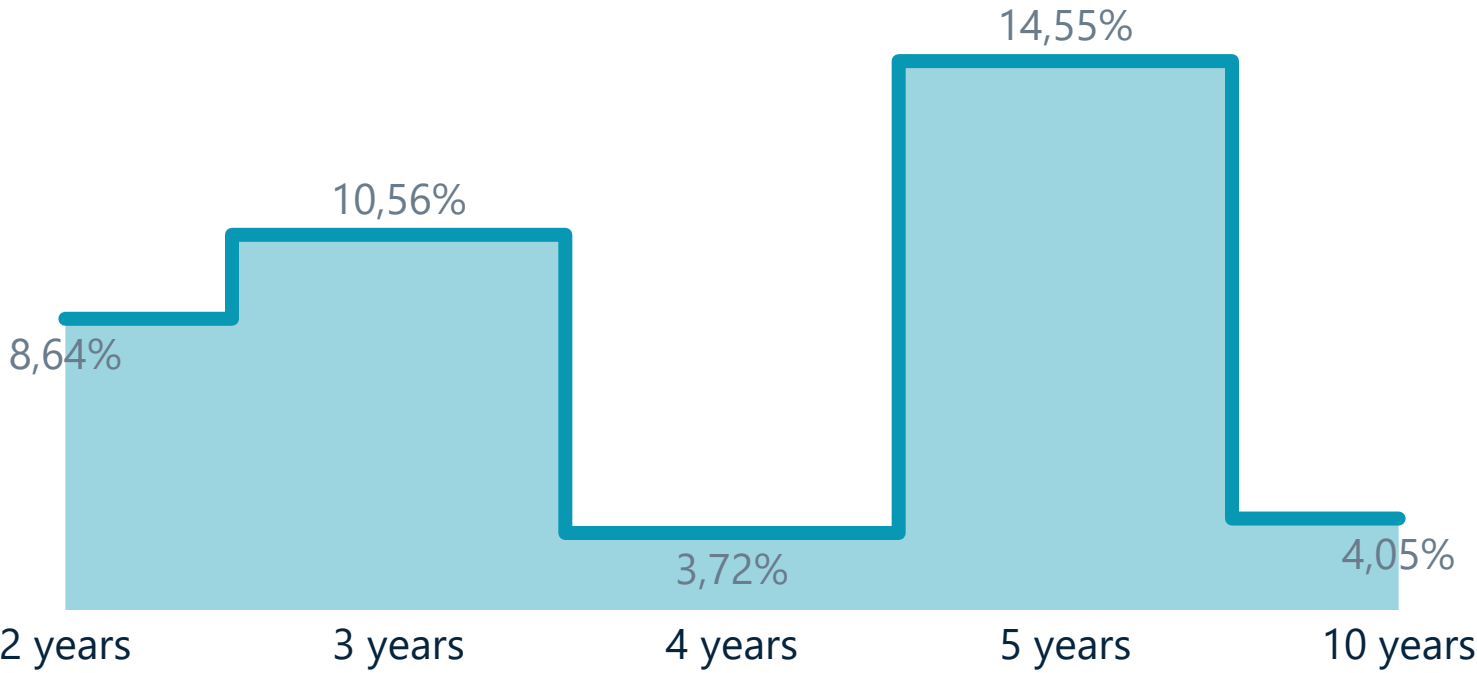
Top 5 Minimum Qualification Level

by percentage of job opportunities



Top 5 Minimum Years Experience

by percentage of job opportunities





Legal Secretaries and Administrative Assistants



Top 10 Required Skills

Time Management	
Managing one's own time and the time of others.	1
Writing	
Communicating effectively in writing as appropriate for the needs of the audience.	2
Service Orientation	
Actively looking for ways to help people.	3
Complex Problem Solving	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	4
Coordination	
Adjusting actions in relation to others' actions.	5
Judgment and Decision Making	
Considering the relative costs and benefits of potential actions to choose the most appropriate one.	6
Social Perceptiveness	
Being aware of others' reactions and understanding why they react as they do.	7
Speaking	
Talking to others to convey information effectively.	7
Critical Thinking	
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	9
Monitoring	
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	10



Legal Secretaries and Administrative Assistants



Top 5 Required Knowledge

Knowledge Area	Rank
Administration and Management	
Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.	1
Law and Government	
Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.	2
Customer and Personal Service	
Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	3
Administrative	
Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.	4
English Language	
The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.	5



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Top 10 Required Technology Skills

Word processing software	
Microsoft Word	1
Spreadsheet software	
Microsoft Excel	2
Information retrieval or search software	
LexisNexis	3
Instant messaging software	
Instagram	10
WhatsApp	10
Internet browser software	
Google	4
Electronic mail software	
Microsoft Outlook	5
Enterprise application integration software	
Microsoft Teams	5
Presentation software	
Microsoft PowerPoint	5
Project management software	
Microsoft Teams	5
Video conferencing software	
Zoom	5
Web page creation and editing software	
Instagram	10