



PROBATION AND LEGAL CAREERS

Mark W. Adams, J.D., Instructor

THIS PROGRAM TRAINS STUDENTS FOR ENTRY LEVEL POSITIONS SUCH AS:

- Law Office Receptionist
- Court Clerk
- Legal Secretary
- Research Assistant
- Administrative Assistant
- Any Clerical positions within the government agencies

BENEFITS OF THIS CLASS:

- 30 High School credits
- Solid foundation for entry-level jobs or furthering education in the diverse legal field.



IN THIS CLASS, STUDENTS LEARN:

- Legal Terminology
- Roles, Responsibilities, and Ethical Standards
- State and Federal Judicial systems
- Office administration and procedures
- About specialty areas of the law
- Legal research techniques



UPON SUCCESSFUL COMPLETION OF CLASS, STUDENTS RECEIVE:

- Certificate of Achievement recognized in the business community
- Letter of competency explaining what you learned and your degree of skill
- Employability skills beneficial for a lifetime
- Job placement assistance

JOB MARKET INFORMATION:

The paralegal profession is one of the fastest growing job fields in the nation. Employment for paralegals and assistants is projected to grow much faster than average for all occupations through 2014. Paralegals hold increasingly important and high paying positions at large and small law firms, corporate legal departments, government agencies, banks, real estate and insurance companies, and nonprofit organizations. Job opportunities for paralegals will expand in the public sector as well. Other occupations that call for a specialized understanding of the law and the legal system are law clerks; title examiners, abstractors, and searchers; claims adjusters, appraisers, examiners, and investigators.

ABOUT THE INSTRUCTOR:

Mark W. Adams Mr. Adams is a San Jose native, a fourth generation Californian, and a graduate of both San Jose State University (BS), and The University of the Pacific's McGeorge School of Law (JD). After earning his Juris Doctor degree, Mr. Adams was admitted to the State Bar of California and has practiced law locally for more than twenty-five years. In addition to his considerable legal experience and knowledge, Mr. Adams also brings coaching, mentoring, and tutoring experience as well as a passion for the educational process to his Probation and Legal Careers teaching position here at CCOC.



School-to-Career Pathway

