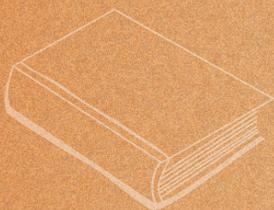


Legal Careers

Explanatory Sheets



Legal Secretary



Level of Education: High school

Prerequisites: Attestation of Vocational Specialization (ASP) for legal secretarial work.

Skills and Attributes: Discretion, strong language skills, organization.

Salary: The average salary of a recent graduate is \$30,000 to \$35,000 per year. In big law firms, experienced legal secretaries can earn more than \$60,000 per year.

Description: Legal secretaries assist lawyers with administrative and secretarial tasks. They help lawyers with their cases and other professional activities.

This involves formatting legal documents, communicating with clients and courts, following up on cases, and handling invoicing.

Probation Officer



Level of Education: University.

Prerequisites: Bachelor's degree in a related field (criminology, psychology, psychoeducation, social work, sexuality, etc.). Applicants must also go through a selection process and once hired, must complete the employer's training program.

Skills and Attributes: Relationship skills, open-mindedness, ability to be firm.

Salary: Approximately \$40 per hour.

Description: Probation officers supervise and support people on probation. Probation means that a person has been released from prison under certain conditions.

Probation officers develop a plan to help the person take responsibility for their reintegration. They also make sure that the person fulfills the conditions of their parole or probation, and they write evaluation reports.

Correctional Officer



Level of Education: High school or CEGEP.

Prerequisites (Quebec government): High school diploma and at least two years of studies in a related field (social work, police technology, delinquency response, etc.).

Prerequisites (federal government): High school diploma, certificate in standard first aid and CPR, Class 4A driver's licence (emergency vehicles).

Skills and Attributes: Relationship skills, ability to be firm, self-control.

Salary: Approximately \$30 per hour.

Description: Correctional officers maintain order in places where prisoners are kept. This involves using physical or verbal force when necessary.

Correctional officers have other duties as well. For example, they accompany prisoners to the hospital or to court, and help them prepare for life back in the community.

Lawyer



Level of Education: University.

Prerequisites: Bachelor's degree from a law school, membership in the Barreau du Québec (Quebec Bar), which requires training through the École du Barreau du Québec (bar school) and six months of practical training (“articling” or stage).

Skills and Attributes: Strong communication skills, persuasiveness, thoroughness, listening skills.

Salary: The median salary is \$80,000 to \$90,000 per year.

Description: Lawyers represent people, companies, and organizations. Lawyers provide these clients with legal advice, help them understand their rights and obligations, and answer their legal questions.

Their day-to-day tasks mainly involve drafting legal documents (contracts, pleadings, etc.) and representing people in court, mediation sessions, and negotiations.

Special Constable



Level of Education: CEGEP.

Prerequisites: Diploma of College Studies (DEC) in police technology, training at the École nationale de police (Quebec police academy).

Skills and Attributes: Observation, discipline, physical fitness.

Salary: Approximately \$43,000 to \$60,000 per year.

Description: Special Constables maintain peace, order, and security in courthouses and other government buildings. This can mean that they arrest people, remove people from the premises, and confiscate dangerous items. They also participate in prevention, surveillance, custody, and investigations, and provide assistance and first aid in emergencies.



Member of Parliament / Member of the National Assembly

Level of Education: n/a.

Prerequisites: Age 18 or older on election day, Canadian citizenship. MNAs must have had their main residence in Quebec for at least six months. Normally, any person who meets these criteria can run for election to become an MP or an MNA.

Skills and Attributes: Listening skills, thoroughness, collaboration skills.

Salary: MNAs – approximately \$132,000 per year.
MPs – approximately \$186,000 per year.

Description: MPs and MNAs represent the people in their riding. On their behalf, they study bills (proposed laws) and vote for or against them.

When they are not working in the National Assembly or the House of Commons, they meet with people in their riding to listen to their requests and they make sure that their community has what it needs, like jobs, education, government programs, etc.).



Court Clerk



Level of Education: CEGEP.

Prerequisites: No specific training is necessary, but employers often require a Diploma of College Studies (DEC) in Paralegal Technology or three years of experience as a legal secretary.

Skills and Attributes: Strong communication skills, courtesy, attention to detail.

Salary: Approximately \$35,000 to \$42,000.

Description: Court clerks are the “memory” of the trial.

They prepare and organize the court record, make sure lawyers and witnesses are in the courtroom, and swear in witnesses. They also write the minutes, which is a document detailing everything that happens during a hearing.

Bailiff



Level of Education: CEGEP or University.

Prerequisites: Diploma of College Studies (DEC) in Paralegal Technology or a bachelor's degree from a law faculty, followed by training from the Chambre des huissiers de justice du Québec, which is Quebec's professional association of bailiffs. Bailiffs need a permit from this association.

Skills and Attributes: Diplomacy, ability to be firm, respect for rules.

Salary: \$75 per hour for service of a document. Bailiffs do not usually work full-time. They must drive around a lot and spend considerable time waiting.

Description: In a way, bailiffs are an extension of the courts.

Some legal situations require documents to be served (delivered), and bailiffs are the people who handle this. After a court decision, bailiffs take necessary steps like evicting people who have stopped paying their rent, collecting debts, etc.

Court Usher



Level of Education: High school.

Prerequisites: Three years of secondary school. People who have less than three years of secondary school can still qualify if they have two years of work experience for each year of schooling they don't have.

Skills and Attributes: Adaptability, courtesy, respect for rules.

Salary: Approximately \$20 to \$30 per hour. Ushers work part-time and must be on call, so the number of hours they work varies.

Description: Court ushers make sure court hearings run smoothly and that everyone in the courtroom behaves properly.

Before the hearing begins, they prepare and open the courtroom. During the hearing, they greet witnesses, accompany the judge, and help the judge with administrative tasks like making photocopies.

Legal Interpreter



Level of Education: n/a if independent practice, university if member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ or Quebec order of translators and interpreters).

Prerequisites: Fluency in two languages.

Skills and Attributes: Strong communication skills, ability to concentrate, meticulousness.

Salary: Approximately \$25 to \$45 per hour, depending on experience and education.

Description: Court interpreters make sure that the people involved in a court case can understand each other, even if they don't speak the same language. This means that they listen carefully to what someone says in court and then repeat it aloud in another language. Sometimes they also translate written documents out loud during a hearing.

Judge



Level of Education: University.

Prerequisites: Ten years experience as a lawyer.

Skills and Attributes: Analytical abilities, listening skills, excellent writing skills, impartiality.

Salary: \$200,000 to \$350,000 per year.

Description: Judges manage court cases from beginning to end.

They make sure everyone follows the rules of procedure, and they listen to all the testimony, expert opinions, and pleadings. Then they analyze all the information that was presented in court, render judgement, and write an explanation of their reasons for the decision.

Certified Mediator



Level of Education: University.

Prerequisites: Training recognized by Quebec's department of justice.

Skills and Attributes: Strong communication skills, listening skills, impartiality.

Salary: Usually \$110 per hour of mediation.

Description: Mediators help people find solutions to their disputes. Mediators do not make a decision: instead, they help the parties engage in dialogue and cooperate to find a solution themselves. They help them listen to and understand each other's point of view, and can propose solutions to help them settle the dispute.

Notary



Level of Education: University.

Prerequisites: Master's degree in notarial law, membership in the Chambre des notaires, which is Quebec's professional association of notaries, training from the Chambre des notaires.

Skills and Attributes: Strong communication skills, analytical abilities, listening skills, impartiality.

Salary: \$55,000 to \$110,000 per year.

Description: Notaries do not take a position in a dispute. Instead, they work to prevent one from happening in the first place.

Notaries make sure their clients are protected legally and financially when they make important transactions (selling a home, paying off a mortgage, etc.) by drawing up documents based on legal research and verifications.

Notaries can also represent people who are making an uncontested application to the court, for example, when someone asks the court for emergency measures to protect a vulnerable adult.

Police Officer



Level of Education: CEGEP.

Prerequisites: Diploma of College Studies (DEC) in police technology, training at the École nationale de police (Quebec police academy).

Skills and Attributes: Strong communication skills, ability to be firm, self-control, analytical abilities.

Salary: Depends on the police service. For example, a Sûreté du Québec officer starts at approximately \$48,000 and earns over \$84,000 after five years.

Description: Police officers make sure people obey the law.

They do this by patrolling, responding to emergency calls, giving out tickets, and arresting suspects. They also do administrative work, like writing reports. Police officers must respect people's rights, especially the rights of people they arrest.

Official Stenographer



Level of Education: CEGEP.

Prerequisites: Attestation of College Studies (AEC) in legal stenography.

Skills and Attributes: Ability to concentrate, meticulousness, excellent French.

Salary: The government decides how much a stenographer can charge in fees. Currently, they can charge \$85.25 per hour to record what is said by a witness and from \$3.80 to \$10.40 per page, depending on the type of witness and how much time they are given to prepare their transcript.

Description: Stenographers write down (transcribe) everything that is said in the courtroom during a hearing, and everything that is said when a lawyer questions a witness before the hearing. They must transcribe all testimony as accurately as possible. This means being able to take notes at the speed of speech.

During the pre-hearing questioning, stenographers can also interject if someone is not following the rules.

Paralegal



Level of Education: CEGEP.

Prerequisites: Generally, a Diploma of College Studies (DEC) in paralegal technology.

Skills and Attributes: Strong communication skills, analytical abilities, attention to detail.

Salary: Early in their career, approximately \$30,000 per year. More experienced paralegals who work in large law firms can earn up to \$90,000 per year.

Description: Paralegals help lawyers do their job.

This involves writing legal documents and researching laws, judge's decisions, and other sources. They may also do some work that legal secretaries do (answering the phone, managing the calendar, etc.), especially if they work in a small firm.

Legal Translator



Level of Education: University.

Prerequisites: Training in law or translation.

Skills and Attributes: Strong writing skills, analytical abilities, meticulousness.

Salary: Translators usually charge a per-word rate, meaning that the price depends on the number of words to be translated. Legal translation costs more than general translation.

The median salary is approximately \$50,000 per year.

Description: Legal translators must accurately translate legal documents from one language to another while making sure the legal meaning stays the same. To do this, they must analyze documents to understand exactly what they mean. Legal translators do a lot of terminological and legal research and use linguistic tools to make sure they translate technical terms properly.

Social Worker



Level of Education: University.

Prerequisites: Bachelor's or master's degree in social work or social services, membership in the Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec (OTSTCFQ), which is the professional association for social workers.

Skills and Attributes: Strong communication skills, analytical abilities, relationship skills.

Salary: \$40,000 to \$60,000 per year.

Description: Social workers meet with people who are experiencing difficulties to learn about their problems and to decide what services they need. Once a person's needs have been identified, the social worker helps them create an assistance program.

They also carry out assessments for court. For example, if a judge needs to understand a child's situation to make an informed decision, a social worker may be asked to meet with the child and report their findings to the court.