

Santa Barbara Legal Secretaries Association (SBLSA)

is a chapter of **Legal Secretaries, Inc.**
(the state level organization).

You can see their website at www.lsi.org.
We received our charter in 1938.

SBLSA offers two levels of membership:

- **Full membership** gives you publications, discounts and benefits in both LSI and SBLSA;
- **Local membership** offers you our newsletter & numerous local activities and seminars at a discounted rate.

Explore our website to find out more!

www.sblegalnet.com



P. O. Box 2103
Santa Barbara, CA 93102

So You Want A Career In The Legal Field?



Before You Spend A
Lot Of Money
On Law School,
Check Out Your
Other Options:

**BECOME A
LEGAL
SECRETARY**

BECOME A LEGAL SECRETARY

Here's a typical job description:

- Need team member who can jump right in, recognize where support is needed and take action with little instruction. This office values honesty, integrity and looks for high-quality work with a good aesthetic sense (meaning it looks good on the page).

Some job duties:

- Litigation support, prepping subpoenas and pleadings, scheduling depositions, correspondence, service of process, management of litigation calendar, assisting in creation of estate planning documents, online document management, filing and general document management, working with clients relative to discovery and case management, clerical support, and completing transactional documents.

Requirements to get the job:

- Excellent grammar & communication skills, positive attitude, X+ yrs. legal experience, computer savvy. Knowledge of legal software programs a plus. Of course, salary based on experience.

Do You Have What It Takes?



**Talk to someone at
SBLSA today about
your career goals.**

**See our website at
www.sblegalnet.com**

**or contact us at
info@sblegalnet.com**

SANTA BARBARA LEGAL SECRETARIES ASSOCIATION

offers networking, continuing education, scholarships and social activities for their members, including discounts on conferences and publications, access to credit unions and health insurance, and inter-association events with the SB County Bar Association, SB Women Lawyers, and SB Paralegal Association.

Whether you consider becoming a legal secretary as a career path, or stepping stone to another career choice, the skills you develop will make you invaluable in any business you choose in an ever-changing economy.