

Topic Areas	Domains	Tasks
<p>Administrative Law</p> <p>Civil Litigation</p> <p>Commercial Law</p>	Communication	<ol style="list-style-type: none"> 1. Collaborate with attorneys to prepare for legal proceedings or assigned tasks. 2. Interview clients or others to obtain information required for the assignment. 3. Communicate with clients, witnesses, or other professionals to obtain information. 4. Provide information and timely periodic updates to the attorney or client. 5. Adhere to ethical standards of the legal profession by complying with all guidelines to protect the public's interest.
<p>Criminal Law</p> <p>Estate Planning and Admin.</p>	Organization	<ol style="list-style-type: none"> 1. Organize and maintain calendaring and practice or case management systems to provide efficiency and ensure deadlines are met. 2. Organize and maintain document management system to ensure accuracy and efficiency in the delivery of legal services. 3. Prioritizing assignments to ensure efficiency in the delivery of legal services.
<p>Ethics</p> <p>Family Law</p>	Documentation	<ol style="list-style-type: none"> 1. Draft and prepare documents and other written correspondence for attorney review, as required by the assignment. 2. Coordinate the proper execution of documents to ensure their validity. 3. Draft and prepare form documents for use by attorneys and co-workers to enhance efficiency and maintain consistency.
<p>Legal Research</p> <p>Legal System</p> <p>Real Estate</p>	Analysis	<ol style="list-style-type: none"> 1. Evaluate and analyze information to determine what is relevant to the client's matter. 2. Apply proper legal analysis to the facts to suggest possible courses of action for the attorney's consideration. 3. Analyze the proposed courses of action with the attorney to determine whether any will lead to an acceptable outcome for the client.
<p>Technology</p>	Research	<ol style="list-style-type: none"> 1. Determine the applicable sources of information required to complete the assignment. 2. Research primary and secondary authorities to find the law applicable to the assignment. 3. Gather other information for the assignment by searching the Internet; computer-based engines; and local, county, state, federal, and international records as applicable.