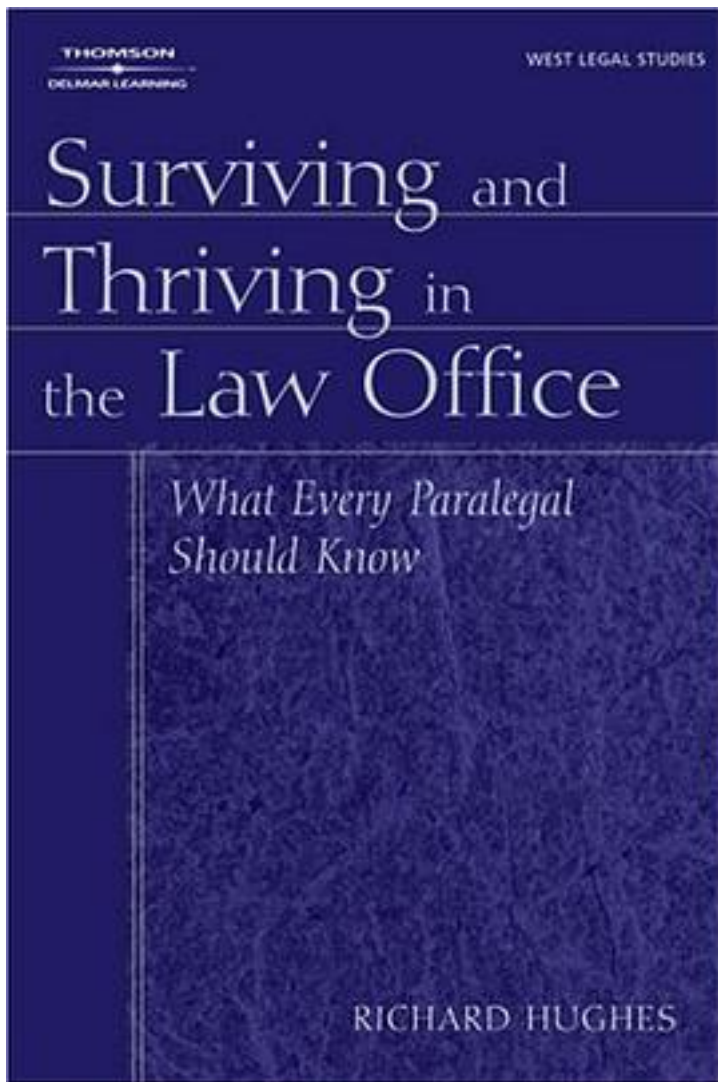


Surviving and Thriving in the Law Office



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This career guide gives current and future paralegals the inside scoop on how to select the right job for them and how to thrive in their work setting. A well-respected supervising attorney who now is a paralegal educator lets paralegals know what law firms look for in their paralegal staff in terms of time and work management, quality assurance, interaction with various segments of the office and much, much more. The Paralegal Perspective feature gives the reader first-hand advice on how to handle situations they encounter on the job. Further, this publication fully addresses such important issues as finding the right paralegal job, producing high-quality work, understanding billable hours, dealing with office politics, asking for a raise and advancing in a paralegal career. End-of-chapter questions, Internet-based questions and ethical discussion questions make this an enjoyable and educational read.

作者介绍:

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