

## **Legal Executive**

### **What Does It Involve?**

Legal executives are qualified lawyers with a broad knowledge of law, who specialise in a particular area

- conveyancing
- Litigation
- Probate and wills
- Personal injury
- Company and business law

Their day-to-day work is similar to that of solicitors, although the training and qualifications are different.

Legal executives undertake a lot of practical, detailed work on cases – preparing documents, doing research into a particular case, and they may attend court to represent clients.

### **Skills Needed**

Legal executives need to be

- Honest and discreet
- have excellent communication skills
- be able to cope under pressure
- pay attention to detail
- think logically
- build good relationships with clients.

### **Qualifications Needed**

A minimum of 4 GCSEs at grades A\*-C (including English), or equivalent. Applicants with suitable experience may enrol without formal qualifications. Many trainees hold higher-level qualifications than the minimum, such as AS/A Levels or even a degree.

## **How Do I Get There?**

To use the title 'Legal Executive', you need to become a fellow of ILEX. To become a fellow, you have to

- pass the ILEX level 3 Professional Diploma in Law and Practice and the ILEX Level 6 Professional Higher Diploma in Law and Practice; if you hold A Level Law or a recognised qualifying law degree, you may be exempt from certain parts of these qualifications
- gain five years' work experience (two of them after passing the Level 6 qualification), reporting to a solicitor or fellow of ILEX.

Most people are employed in a legal office while studying part time for their qualifications, but you can take them without being in relevant employment; a few full-time courses are available. Both levels can be studied by distance learning through ILEX Tutorial College.

## **Pay and Prospects**

Legal executives start on around £14,000+. Fully qualified and experienced fellows of ILEX can earn in the region of £35,000, higher for those who are partners.

Experienced legal executives often work at managerial level, such as head of a legal department. They may achieve associate status within a firm, and can now become partners of legal practices, and also judges.

Want to know more? Try:

- [www.careerswales.com](http://www.careerswales.com)
- [www.ilex.org.uk](http://www.ilex.org.uk)
- [www.lawcareers.net](http://www.lawcareers.net)