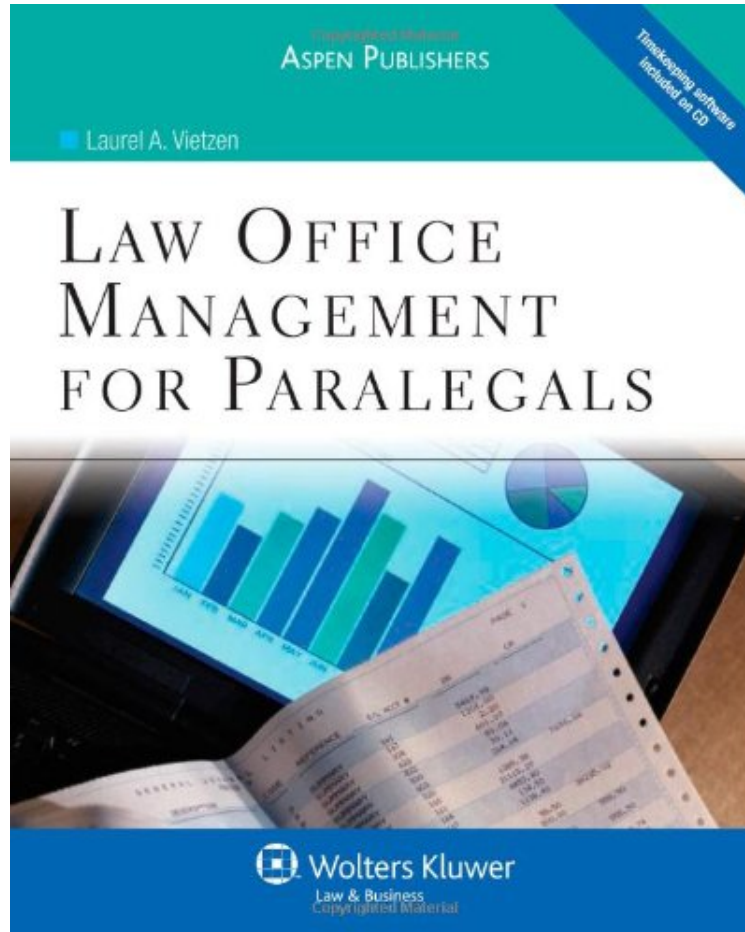


(Download free ebook) Law Office Management for Paralegals

Law Office Management for Paralegals

Laurel A. Vietzen

ePub | *DOC | audiobook | ebooks | Download PDF



DOWNLOAD



+

READ ONLINE

#2068294 in Books Aspen Publishers 2009-07-27 Original language: English PDF # 1 10.00 x .75 x 7.001, 1.55 #File Name: 0735585075360 pages | File size: 63.Mb

Laurel A. Vietzen : Law Office Management for Paralegals before purchasing it in order to gauge whether or not it would be worth my time, and all praised Law Office Management for Paralegals:

p Drawing on her extensive background as a professor and practitioner, author b Laurel A. Vietzen/b clearly presents basic law office management and organization. Well-crafted assignments throughout the text help students hone practical skills essential in the law office environment. /p p bSupported by visual aids and innovative learning devices, Law Office Management for Paralegals offers complete coverage of law office management and organization topics, including:/b /p ul li The basic bprinciples of management/b /li li Paralegal bemployment and compensation/b /li li The bpersonnel structure /bof different types of law offices /li li The btasks, responsibilities, and roles/b of lawyers and paralegals /li li bBasic billing and accounting methods /bused in law firms /li li bAdministrative systems/b, such as client relations systems, conflict management, personnel, docket/calendaring systems, and risk management /li li The

role of technology in the law office

- Professional responsibility and legal ethics

Author Laurel A. Vietzen integrates assignments throughout the text that help students understand and practice essential law office skills:

- Critical thinking
- Organization of law firms, files, and workflow
- General communication and specific types of communication
- Computer proficiency using both general office and law-office specific applications
- Recognition of ethical issues