



O*NET OnLine

Summary Report for: 23-1011.00 - Lawyers

[Updated 2010](#)



Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

Sample of reported job titles: Attorney, Associate Attorney, Lawyer, Associate, Assistant Attorney General, Deputy Attorney General, City Attorney, County Attorney, Partner, Assistant Counsel

View report:

Summary

[Details](#)

[Custom](#)

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

- Represent clients in court or before government agencies.
- Present evidence to defend clients or prosecute defendants in criminal or civil litigation.
- Select jurors, argue motions, meet with judges and question witnesses during the course of a trial.
- Study Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases.
- Interpret laws, rulings and regulations for individuals and businesses.
- Present and summarize cases to judges and juries.
- Prepare legal briefs and opinions, and file appeals in state and federal courts of appeal.
- Analyze the probable outcomes of cases, using knowledge of legal precedents.
- Examine legal data to determine advisability of defending or prosecuting lawsuit.
- Evaluate findings and develop strategies and arguments in preparation for presentation of cases.

[back to top](#)

Tools & Technology

Tools used in this occupation:

Liquid crystal display projector — Liquid crystal display LCD projectors

Notebook computers — Laptop computers

Personal digital assistant PDAs or organizers — Personal digital assistants PDA

Photocopiers — Digital photocopiers

Scanners — Computer data input scanners

Technology used in this occupation:

Accounting software — BQE Software BillQuick; ESI Software ESILAW; TimePro Legal Software TimePro; TimeSolv Legal

Data base user interface and query software — Abacus Data Systems AbacusLaw; AdvantageLaw WinVantage; Argosy Legal Systems Power Closer; WorthMORE Software CaseWORTH

Document management software — Adobe Systems Adobe Acrobat software; LexisNexis HotDocs; WealthCounsel WealthDocs; World Software Corporation WORLDOX

Information retrieval or search software — Fastcase; LexisNexis Shepard's Citations Service; Thomson West WestlawPRO; Wolters Kluwer Loislaw

Project management software — CIBER CIBERLaw; SoftTec CMS; Virtual Case Management VCM software; WebEx WebOffice

[back to top](#)

Knowledge

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

[back to top](#)

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate

options and implement solutions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Negotiation — Bringing others together and trying to reconcile differences.

Persuasion — Persuading others to change their minds or behavior.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

[back to top](#)

Abilities

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Speech Clarity — The ability to speak clearly so others can understand you.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Speech Recognition — The ability to identify and understand the speech of another person.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

[back to top](#)

Work Activities

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Resolving Conflicts and Negotiating with Others — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and

accomplish your work.

Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

[back to top](#)

Work Context

Indoors, Environmentally Controlled — How often does this job require working indoors in environmentally controlled conditions?

Telephone — How often do you have telephone conversations in this job?

Letters and Memos — How often does the job require written letters and memos?

Importance of Being Exact or Accurate — How important is being very exact or highly accurate in performing this job?

Face-to-Face Discussions — How often do you have to have face-to-face discussions with individuals or teams in this job?

Frequency of Decision Making — How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization?

Electronic Mail — How often do you use electronic mail in this job?

Impact of Decisions on Co-workers or Company Results — How do the decisions an employee makes impact the results of co-workers, clients or the company?

Structured versus Unstructured Work — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals?

Contact With Others — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?

[back to top](#)

Job Zone

Title Job Zone Five: Extensive Preparation Needed

Education Most of these occupations require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).

Related Experience Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.



Job Training Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

Job Zone Examples These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include librarians, lawyers, aerospace engineers, wildlife biologists, school psychologists, surgeons, treasurers, and controllers.

SVP Range (8.0 and above)

[back to top](#)

Education

Percentage of Respondents	Education Level Required
92 	Doctoral or professional degree
8 	Master's degree

[back to top](#)

Interests

Interest code: **EI**

Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Investigative — Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Artistic — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

[back to top](#)

Work Styles

Integrity — Job requires being honest and ethical.

Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Persistence — Job requires persistence in the face of obstacles.

Initiative — Job requires a willingness to take on responsibilities and challenges.

Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

[back to top](#)

Work Values

Recognition — Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.

Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

[back to top](#)

Related Occupations

- 13-1041.03 [Equal Opportunity Representatives and Officers](#)
- 13-2099.04 [Fraud Examiners, Investigators and Analysts](#) 🌟
- 23-1012.00 [Judicial Law Clerks](#)
- 23-1021.00 [Administrative Law Judges, Adjudicators, and Hearing Officers](#)
- 23-1022.00 [Arbitrators, Mediators, and Conciliators](#) 🟢 **Green**
- 23-1023.00 [Judges, Magistrate Judges, and Magistrates](#)
- 25-1111.00 [Criminal Justice and Law Enforcement Teachers, Postsecondary](#)
- 25-1112.00 [Law Teachers, Postsecondary](#)
- 41-3031.01 [Sales Agents, Securities and Commodities](#) 🌟
- 41-3031.02 [Sales Agents, Financial Services](#) 🌟 **Bright Outlook**

[back to top](#)

Wages & Employment Trends

National

Median wages (2012) \$54.58 hourly, \$113,530 annual

Employment (2010) 728,000 employees

Projected growth (2010-2020) ■■■ Average (10% to 19%)

Projected job openings (2010-2020) 212,000

Top industries (2010) [Professional, Scientific, and Technical Services](#)
[Self-Employed](#)

State & National



Source: Bureau of Labor Statistics [2012 wage data](#) and [2010-2020 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2010-2020). "Projected job openings" represent openings due to growth and replacement.

[back to top](#)

Job Openings on the Web

Find Jobs for Lawyers



State & National Job Banks

[back to top](#)

Sources of Additional Information

Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

- [Lawyers](#). Bureau of Labor Statistics, U.S. Department of Labor. *Occupational Outlook Handbook, 2012-13 Edition*.

[back to top](#)