

## Legal Executive

### What is it?

A Legal Executive is a qualified legal professional who specialises in a specific area of law, such as conveyancing, family law, or criminal law. Legal Executives perform many of the same tasks as solicitors, including providing legal advice, drafting documents, and representing clients, but they

### Qualifications/Experience Required:

Completion of the Chartered Institute of Legal Executives (CILEx) Level 3 and Level 6 qualifications. Completion of the CILEx Professional Qualification (CPQ), which offers a progressive pathway. GCSEs or equivalent, particularly in English and Maths, are usually required for entry into CILEx qualifications. At least three years of supervised legal experience is required to become a qualified Chartered Legal Executive.

### What the Work Involves:

Providing legal advice and guidance to clients in your area of expertise. Preparing legal documents such as contracts, wills, or court applications. Conducting research on legal issues and case law. Negotiating on behalf of clients or representing them in lower courts. Managing client files and ensuring all work complies with legal standards and deadlines.

### Future Prospects – Labour Market Information:

Legal Executives can specialise further, take on managerial roles, or become partners in law firms. Some Legal Executives choose to qualify as solicitors through additional training. The legal profession remains in demand, with opportunities across law firms, corporations, and public services.

**Annual Salary £120,000 - £75,000**

**Expect to spend 8 – 12 hours per day in the office and 3 – 8 hours on a weekend at home**

### Type of person who may be suited to this job:

Are highly organised and detail oriented. Have a keen interest in law and justice. Enjoy working in a structured and regulated environment. Are empathetic and able to handle sensitive issues professionally. Can manage time effectively and work to deadlines.

### Money/Wage Guide:

**Starting salaries** range £20,000 to £25,000 per year

**With experience, Legal Executives** can earn between £35,000 and £55,000.

**Senior or highly professionals** may earn over £75,000

### Related Opportunities:

- Solicitor
- Paralegal
- Barrister
- Compliance Officer

### Further Information:

**Chartered Institute of Legal Executives**

<https://www.cilex.org.uk/>

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