

CHAPTER 2 Paralegal Employment

Test Bank Questions

True/False

Indicate whether the statement is true or false.

1. The job market for paralegals rarely fluctuates.
2. Most paralegals today are employed in medium to large private law offices.
3. Paralegals in large law firms tend to specialize less than paralegals in smaller firms.
4. A task that could be performed by an outside company or service but that is performed by a firm's own employees is a task that is outsourced.
5. An indigent does not have sufficient funds to pay a private attorney.
6. Begin looking for a job once you graduate and know what kind of paralegal job you want.
7. An informational interview is designed to find you a job with a particular employer.
8. The notation 2+ exp in a want ad probably means that the position requires two or more years of experience.
9. Avoid giving dates of employment or of education on a functional résumé.
10. To avoid wasting time, ask an interviewer about salary at the beginning of the job interview.
11. One comprehensive résumé will usually be sufficient for every job you are seeking.

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

12. The amount of time needed to find a paralegal job will depend on:
 - a. the job market at the time you are looking.
 - b. your competence and school record.
 - c. the part of the country where you are looking.
 - d. all of the above.
13. The chief government attorney is often called:
 - a. assigned counsel.
 - b. attorney general.
 - c. senior partner.
 - d. managing partner.
14. The chief attorney in a corporate law department is often called:
 - a. assigned counsel.
 - b. attorney general.
 - c. senior partner.
 - d. general counsel.
15. Intellectual property consists of:
 - a. patents.
 - b. copyrights.
 - c. trademarks.
 - d. all of the above.
16. Which of the following job-interview questions may be illegal?
 - a. Were you fired from your last job?
 - b. Do you exercise regularly?
 - c. Do you have children?
 - d. Have you ever been sued?

Short Answer

17. What is e-discovery?
18. What does the United States Government Manual contain?
19. What is the function of prepaid legal services?
20. Describe the role of a legal nurse consultant (LNC).
21. List three places a paralegal working with employee benefits law might be employed.
22. Describe some of the job-finding resources you may be able to find on the Internet.
23. What are the two main kinds of employment agencies?

Fill-in-the-Blank

Complete each statement.

24. The distinguishing feature of a private law firm is that its income comes from the _____ of individual clients.
25. A major classification for paralegals in the federal government is the paralegal _____.
26. A person who provides bankruptcy assistance as an independent contractor rather than as an employee of an attorney is called a bankruptcy _____.
27. A paralegal who helps law offices determine whether a conflict of interest exists is sometimes called a(n) _____.
28. A document service _____ is a nonattorney who works without attorney supervision to provide legal-document assistance to individuals who are representing themselves.
29. Due _____ consists of reasonable efforts to find and verify factual information needed to carry out an obligation, to avoid harming someone, or to make an important decision, e.g., to decide whether a job prospect is worth pursuing.
30. Welfare, public housing, and medical care are sometimes referred to as _____.
31. Paralegal associations sometimes have _____ that will list available jobs in the area.
32. Short-term training in the law that takes place after you have received your formal legal training is called _____.
33. TANF means _____ Assistance to Needy Families.
34. Work experience and education are often presented on a résumé in _____ chronological order.
35. You have violated the grammatical rule on _____ if your résumé or cover letter says, “studied corporate law and find estate transactions challenging.”
36. You can cause the _____ of a law firm if you have a conflict of interest with one of its current or potential clients.

Matching

Match each numbered entry with the most relevant lettered entry.

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| A. Paralegal specialist | 37. Performed without fee |
| B. Indigent | 38. Without opposition |
| C. Pro bono | 39. Legal insurance |
| D. Uncontested | 40. Establishing contacts |
| E. Group legal services | 41. Law firm that specializes |
| F. Networking | 42. Civil service job classification |
| G. Blind ad | 43. Impoverished |
| H. Boutique | 44. Does not name the prospective employer |
| I. Document service provider (DSP) | 45. Independent contractor |