

**Oakland County Bar
Association
Legal Assistants Section**

Wednesday, March 19, 2008
11:30 am – 1:00 pm

**The Essential Legal Assistant
Increase Your Value to the
Firm *Reprise***



Education and qualifications



Training /learning the job



Utilization



Secretary versus paralegal



Staying power



Tracking performance



The bottom line



Linda S. Jevahirian

Linda is the Founder and President of Legal Search & Management, Inc. where she specializes in the placement of paralegal with law firms and corporate legal departments.

Linda serves on Legal Assistant Committees of the State Bar of Michigan and the Detroit Metropolitan Bar Association, and is the Vice Chair of the Legal Assistants Committee of the Oakland County Bar Association.

She has spoken to numerous audiences about the paralegal profession and has written articles for Michigan Lawyers Weekly, The Michigan Bar Journal, The Michigan Paralegal, The Detroit Legal News, and several other legal journals.

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Information

Millie Sloan, Chair
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Linda S. Jevahirian, Speaker
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Registration (Lunch is free)

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**The Essential Legal Assistant was
presented at the State Bar of
Michigan Annual Meeting and
ICLE Solo & Small Firm Institute in
September 2007**

This is a repeat performance