



## Technical Standards

### LEGAL OFFICE PROFESSIONAL

#### Washburn Institute of Technology/Washburn Tech

The technical standards discussed in the following chart define performance expectations that must be met for advancement through and successful completion of the **Legal Office Professional Program**. It is the policy of Washburn Tech to provide reasonable accommodations for those with disabilities, health impairments, and other disabling conditions. These standards can also be used to determine whether accommodations or modifications are necessary and have been established through consideration by faculty and consultation with the following sources: consultation with the advisory committee for the program, The Vocational Rehabilitation Act, The Americans with Disabilities Act, Dictionary of Occupational Titles, O\*Net Online developed for the U.S. Department of Labor.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
<b>Physical Demands / Motor Skills/ Sensory Skills</b>	<ul style="list-style-type: none"> <li>• Candidate/Student must have the ability to perform physical activities that require considerable use of your hands, arms, sitting for long periods of time, repetitive tasks, and using sensory skills. This will include: oral comprehension, written expression, oral expression, speech clarity, near vision, and speech recognition</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in a chair for up to four hours with minimal breaks</li> <li>• Complete repetitive motion tasks</li> <li>• Students must have reasonable typing skills which includes knowledge of the keyboard.</li> <li>• Type documents from spoken word for legal documents and correspondence using correct legal terminology and spelling.</li> <li>• Listen and to understand information and ideas presented through spoken words and sentences</li> <li>• Read and understand information and ideas presented in writing, including detailed legal information from legal cases, citations and statutes</li> <li>• Communicate information and ideas in writing so others will understand.</li> <li>• Communicate information and ideas in speaking so others will understand</li> <li>• Speak clearly so others can understand you</li> <li>• See details at close range</li> <li>• Identify and understand the speech of another person, within limits of knowledge of the English language.</li> </ul>
<b>Critical Thinking/ Observation/ Sensory/ Reasoning Skills</b>	<ul style="list-style-type: none"> <li>• Candidate/Students must be able to use logic and reasoning to identify the strength and weaknesses of alternative solutions, conclusions or approaches to problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Give 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.</li> <li>• Understand the limits of the questions that</li> </ul>

	<ul style="list-style-type: none"> <li>• Must also be able to be attentive in the classroom, observe demonstrations and participate in class.</li> </ul>	<p>can be answered by legal office personnel</p> <ul style="list-style-type: none"> <li>• Understand written sentences and paragraphs in work related documents.</li> <li>• Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</li> <li>• Understand the duty of the legal professional to continually seek out new information for both current and future problem solving, decision-making and correct legal documents,</li> <li>• Manage one’s own time and the time of others, including the responsibility of maintaining an attorney’s calendar and docket,</li> <li>• Monitor and assess performance of yourself, other individuals, or organizations to make improvements or take corrective action,</li> <li>• Organize things or actions in a certain order or pattern according to a specific rule or set of rules (patterns of numbers, letters, words, pictures, mathematical operations),</li> <li>• Recognize when something is wrong or is likely to go wrong,</li> <li>• Generate or use different sets of rules for combining or grouping things in different ways,</li> <li>• Have the ability to extract information from a variety of sources to create correct documents and conclusions,</li> </ul>
<p><b>Behavioral / Social Skills and Professionalism</b></p>	<ul style="list-style-type: none"> <li>• Candidate/Student must have sufficient personal skills for successful interactions with customers, colleagues, supervisors, and from a variety of social, emotional, cultural, and intellectual backgrounds.</li> <li>• Candidate/Student must be able to work independently in the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Take part in face-to-face discussions with individuals in work areas.</li> <li>• Have face-to-face discussions with clients.</li> <li>• Demonstrate proper telephone etiquette in demanding situations.</li> <li>• Have Good personal hygiene.</li> <li>• Professional conduct and appearance when dealing with attorneys, clients and staff.</li> <li>• Ability to work as an effective team member.</li> <li>• Demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest and motivation within the confines of the legal office environment.</li> <li>• Maintain client confidentiality and understand that it is not only an ethical consideration but a professional requirement.</li> <li>• Be an honest and ethical worker at all times.</li> <li>• Be pleasant with others, display a cooperative attitude and maintain</li> </ul>

		<p>composure even in difficult situations.</p> <ul style="list-style-type: none"> <li>• Be exact in detail and thoroughness in completing work tasks.</li> <li>• Be consistently loyal to the attorney/firm employer.</li> <li>• Understand the importance of discovering errors and bringing these to the attention of the attorney or supervisor in a timely manner.</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Candidate/Student must be able to communicate not only in speech, but reading and writing in English as well as a professional vocabulary of legal terminology, legal writing and office procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively in writing as appropriate for the needs of the audience.</li> <li>• Exhibit effective use of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</li> <li>• Use legal terminology, including definitions and correct spelling, effectively.</li> <li>• Be knowledgeable of proper format of legal pleadings and legal correspondence.</li> <li>• Have the ability to prepare necessary documents for an attorney in the office and in the courtroom.</li> </ul>
<b>Working Conditions</b>	<p>NOTE: At time of employment may be expected to have a resume, a valid Driver's License or means of transportation, pass a drug test, pass a background check, and Social Security number or documentation to legally work in the United States, may also be expected to take specialized test for knowledge of legal terminology, spelling, and typing .</p>	<p>NOTE: Many agencies and companies have specific requirements that must be met before hiring or accepting to be a part of an OJT experience.</p>



**PLEASE COMPLETE THIS FORM AND RETURN IT TO THE INSTRUCTOR.**  
**TECHNICAL STANDARDS FOR ENROLLMENT IN LEGAL OFFICE PROFESSIONAL Program.**

Washburn Institute of Technology

**CHECK ALL THAT APPLY.**

- I understand the expectations, as explained on the previous page, must be for advancement through and successful completion of the **Legal Office Professional** program.
- Upon admission to the program, I received a copy of the Technical Standards and they have been explained to me.
- I would like to discuss the Standards checked below.
  - A. Physical Demands / Motor Skills
  - B. Critical Thinking /Sensory/Observation / Reasoning Skills
  - C. Behavioral / Social Skills and Professionalism
  - D. Communication Skills
  - E. Working Conditions

**QUESTIONS OR COMMENTS:** (If additional information, attach another page.)

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PLEASE PRINT NAME** \_\_\_\_\_

**Disability**

The Campus Advocate is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities **MUST** register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the Campus Advocate as soon as a need may arise. Depending on the accommodation request, four to eight-week lead time may be needed for timely and effective provision of services. The Campus Advocate coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

**The Campus Advocate**

Location: Building A, room 117C

Phone: 785-670-3364

E-Mail: [shelley.bearman@washburntech.edu](mailto:shelley.bearman@washburntech.edu)

**Non-Discrimination**

Washburn University [prohibits discrimination](#) on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [codirector@washburn.edu](mailto:codirector@washburn.edu).