

Professional Proactive FRP Paralegals

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Fundamental to the success of any professional is personal integrity and professional ethics which inspired me to share some insights. It is important that we, as FRP Paralegals continuously update our education and training to be knowledgeable on current law and governmental rules. We must be highly aware of client confidentiality and adhere to the doctrine of attorney client privilege. This duty of confidentiality is perpetual. We are bound by the same rules as attorneys and we need to make sure that we are following them.

There are two basic undeniable truths about our legal career:

Our work is deadline-drive and detail oriented, and our career success is solely our responsibility.

Proactive FRP Paralegals engage in long-range planning by focusing future activities, projects and events and then anticipating needs, potential problems and future outcomes.

The end result – Goals are met and disasters are averted.

Professional proactive FRP Paralegals are always looking ahead and planning for the future and implementing strategies to enhance their professional ability.

It is important to continue to enhance your skills and knowledge through continuing legal education and paralegal certification programs along with career development workshops. By doing this, you increase your credibility in the profession. Our profession is changing so we continually strive to seek legal education opportunities looking to the future to what it holds for our profession.

Equally important is staying atop emerging technologies along with the changing nature of our profession. Tap others' expertise. Mentors and other colleagues can make professional introductions and provide legal experience. Get out and network. Learn from your peers. Become a member of paralegal associations such as the NALA – Association of Legal Assistants - Paralegals.

Mingling with other members of the FRP Paralegal community to stay on top of the professional expectations by networking, joining professional organizations helps paralegals maintain their career goals, community service and professionalism – this is a means to an end. Once again, true career goals, community service and professionalism are an “attitude.” The question you need to ask yourself – “Are you in this paralegal profession for the right reasons?”

Paralegal learning is a life-long professional decision. In the end, it is a sum of small choices. Each time you decide you want to learn something – the experience will be so rewarding that the next time becomes easier.

Every State Bar Association has some guidelines such as “Rules of Professional Conduct” which contain specific provisions regarding conflicts of interest and other ethical issues, and lawyers along with paralegals and staff should be able to rely on those rules for guidance. An attorney, paralegal and/or staff member must continue to look to the Rules of Professional Conduct for the fundamental ethical principles that govern the profession.

Become a proactive FRP Paralegal and you will have a positive influence on your future. The Florida Bar definitely takes Professionalism very serious and so should paralegals and all law firm staff.