



Job Analysis Report

NALA - The Paralegal Association

Certified Paralegal (CP)

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Submitted to:



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Executive Summary

This report describes the methodology and procedures used to conduct a job analysis and develop the exam specifications for the NALA - The Paralegal Association (NALA) Certified Paralegal (CP) certification examination.

The three major activities that comprise the job analysis process described in this report are as follows:

1. **Job Analysis Committee Meeting** – A gathering of subject matter experts (SMEs) to discuss and develop a description of the scope of practice
2. **Job Analysis Survey** – A large-scale survey of practitioners not involved with the SME panel to validate the task and knowledge statements developed by the committee
3. **Development of Examination Specifications** – The development of an Examination Content Outline recommended by the committee based on the results of the survey and final approval and changes by the Certifying Board members

Several practitioners were assembled by NALA to serve as subject matter experts (SMEs). The individuals selected represent a wide variety of work-related characteristics such as years of experience, work setting, geographic location, and areas of specialty. This helps in developing a scope of practice that is reflective of the roles and responsibilities of the job role and is relatively free from bias. By analyzing the experiences and expertise of current practitioners, the results from the job analysis become the basis of a validated assessment that reflects the competencies required for competent job performance.

The job analysis process utilized in this study yields exam specifications that accurately reflect the scope of practice, allowing for the development of fair, accurate, and realistic assessments of candidates' readiness for certification. The resultant Examination Content Outline (Appendix E) indicates a 100-item examination with content distribution requirements at the competency area (content domain) level with subdomain topics not specified by the outline. The 10 competency areas are:

1. United States Legal System
2. Civil Litigation
3. Contracts
4. Corporate/Commercial Law
5. Criminal Law and Procedure
6. Estate Planning and Probate
7. Real Estate and Property
8. Torts
9. Professional and Ethical Responsibility
10. Debtor/Creditor and Bankruptcy

The skills examination also resulted in a new examination content outline that acts as a rubric for graders and is a 30-point system. The weighted domains and subdomains are.

1. Legal Writing
 - A. Composition
 - B. Mechanics

2. Critical Thinking
 - A. Identification of Relevant Facts
 - B. Issue Spotting
 - C. Analysis of Facts and Rules
 - D. Drawing Conclusions



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