Vocational training in Germany (Ausbildung)

Lawyer's assistant (Rechtsanwaltsfachangestellter/Rechtsanw

Rechtsanwaltsfachangestellter / Rechtsanwaltsfachangestellte

You support lawyers in a law firm: case files, deadlines, client contact and fees. A 3-year training, in a legal occupation without being a lawyer.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate	**3 years**	**B2**	**€1,100 to €1,500**
required	36 months	required level	gross / month, during the training

We are by your side from day one until you arrive in Germany.

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CAMEROON
+237 622 20 81 64

www.campus-allemagne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

View the full sheet online

THE OCCUPATION IN 30 SECONDS

What a lawyer's assistant does

They work in a law firm: they keep case files and diaries, monitor deadlines, welcome clients, prepare legal letters and calculate fees and costs.

Welcome

Receive the firm's clients, inform them and organise appointments and meetings.

Follow files

Keep case files, monitor deadlines and prepare civil procedure documents and letters.

Calculate

Draw up fees and court costs, manage payments and the accounts of each case.

This occupation is for you if...

- ✓ you like law and the precision of legal texts
- ✓ you are organised and meet deadlines to the letter
- ✓ you can stay discreet about clients' affairs
- ✓ you enjoy writing and communicating with clients

Less suitable if...

- – you do not like office work and written files
- – you struggle with the pressure of deadlines to meet
- – you want to plead in court yourself

A TYPICAL DAY IN THE WORKSHOP

08:30 **Post and the firm's diary** : Sort the post, check the lawyer's diary and spot the deadlines that are approaching.

09:30 **Welcoming a client** : Receive a client, explain how things will proceed and open a file with their details.

11:00 **Drafting a letter** : Prepare a letter or a procedural document following the lawyer's instructions.

13:30 **Calculating fees** : Draw up the statement of fees and costs of a closed case for the client.

15:00 **Electronic exchange with the court** : Practise sending a document through the electronic legal channel and checking it was sent.

16:30 **Filing and confidentiality** : Tidy the files, respect data protection and prepare the next day's work.

Case file management · Deadline monitoring · Civil law and procedure · Fees and costs · Electronic exchanges · Professional English · Accuracy · Discretion · Organisation skills · People skills · Team spirit

THE TRAINING

How the Ausbildung works

In Germany you learn by working: this is the “dual system”. You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company | **1–2 days school**

Year 1

Office and clients

- Organisation of the firm
- Welcoming and client relations
- Basic accounting

Year 2

Law and procedure

- Civil law, commercial law
- Civil procedure
- Intermediate exam

Year 3

Fees and enforcement

- Fees and court costs
- Enforcement
- Final exam

Exams and qualification

An intermediate exam (Zwischenprüfung) takes place at the start of the 2nd year. The final exam has five papers: the firm's business processes (15%), client care (15%), law applied to a lawyer's work (30%), fees and costs (30%), economics and society (10%). You obtain the certificate as a lawyer's assistant (Rechtsanwaltsfachangestellter), issued under the authority of the chamber of lawyers (Rechtsanwaltskammer).

YOU ARE PAID DURING THE TRAINING

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ An office job, mostly sedentary, with contact with clients and work on screen and on case files during the day.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

AFTER THE TRAINING

Where it can lead

STRAIGHT AWAY

Legal assistant in a firm

A post in a law firm, keeping case files, deadlines and client relations in order.

WITH EXPERIENCE

Rechtsfachwirt

Further qualification at bachelor level, after training and 2 years of practice, taken before the chamber of lawyers.

LONGER TERM

Ongoing specialisation

Specialise through further training in an area of law, depending on the firm where you work.

YOUR PATHWAY WITH CAMPUS GERMANY

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1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1 — **Check my eligibility**
The test is done online on our website or at our Douala office.
RUN BY CAMPUS GERMANY

2 — **Talk to an advisor**
Review your profile, your wishes and the chosen occupation.
RUN BY CAMPUS GERMANY

3 — **Learn German, from A1 to B2**
Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.
RUN BY DZK

4 — **Prepare the application file**
CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.
RUN BY CAMPUS GERMANY

5 — **Find the company and sign the training contract**
We connect you with German companies that recruit apprentices, and follow your application through to the contract.
RUN BY AZUFA

6 — **Prepare the visa and paperwork**
Support to gather the documents and complete the administrative steps.
RUN BY CAMPUS GERMANY

7 — **Prepare your departure and settling in**
Travel, housing and first steps in Germany: we prepare you before you leave.
RUN BY KAGEDEV E.V.

8 — **First day of training in Germany**
You arrive prepared and supported, with a team that has known you since day one.
RUN BY AZUFA

Contact us

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