INTRODUCTION

The problem of understanding the basic digital skills of lawyers who take the path of their career development is relevant in the modern realities of the development of digital economy in Russia. Experts talk about the advent of the third information revolution, the world of digital services and digital management, when the owners of the means of collecting and processing information and decisions based on it become new elite.

Digitalized data, processing of large volumes and the use of analysis results are the key factors of production in the context of the digital economy, which compared with traditional forms of management, can significantly increase the efficiency of various types of production, technologies, equipment, storage, sale, delivery of goods and services.

The global digitalization of professional activity, which leads to the automation of many labor functions in different spheres, is an inevitable process for which everyone must be prepared at the stage of university education. According to employers, digital skills are becoming largely determinative in the selection of candidates for vacant positions (GUSEV, 2019).

In Russia, the legal framework in the field of development and digital enablement of technologies has been actively developed in the last decade. Digital technologies are an important factor that changes the legal profession to a certain extent. Even today, new professions are appearing on the labor market in the field of law: in-house lawyer, IT - lawyer, virtual lawyer, network lawyer, etc., there is a gradual generation of the institute of the «digital lawyers».

At the same time, in recent years, the demand for lawyers in the IT-field has been growing rapidly: corporations are in short supply with specialists who know the law of information technologies, intellectual property and digital platforms. For this reason, the digital society raises a certain set of requirements for the competencies of graduates of the higher education system. The purpose of this article is to attempt to form a list of the main digital competencies required in legal activity.

MAIN PART

Voloshina I. A. and others (VOLOSHINA, 2021) consider digital competence as a combination of knowledge, skills, experience, as well as a willingness to apply them in order to develop, process, use and protect digital information in professional activities. The digitalization of professional activity is interpreted not only as the process of transferring functions and activities previously, performed by employees, to the digital environment, but also as the digital enablement, introduction of equipment, and tools that increase the efficiency of professional activity.

Digital transformations have affected the legal practice with the appearance of Legal tech (legal technology) as a business industry that is focused on creating technological solutions (in the form of various software products, tools, platforms, etc.) to optimize and simplify the processes of professional activity of lawyers in order to increase its efficiency. Professionals in this industry are convinced that legal services consist of only 20% of unique operations and 80% of stereotypical ones that can be automated.
The Order of the Ministry of Economic Development of the Russian Federation provides a definition and a list of key competencies that are necessary in the digital economy and are considered as competencies that are necessary for a person in the situation of digitalization of various social and business processes to solve tasks and achieve intended performance results. It follows from this document that digital competencies are necessary for not only job tasks executions, but also for full-fledged interaction of the individual with the outworld and solving everyday problems. The list of five key competencies of the digital economy, which has a supra-professional nature, is presented in Table 1:

| Competency                                      | Content                                                                                                                                                                                                 |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Communication and cooperation in the digital environment | the person’s ability to use various digital means in a digital environment that allow to achieve their goals in interaction with other people                                                                 |
| Self-development in a context of uncertainty    | the person’s ability to set educational goals for himself for emerging life tasks, to select solutions and means of development (including the use of digital means) of other necessary competencies                      |
| Creative thinking                                | the person’s ability to generate new ideas for solving the problems of the digital economy, to disregard from standard models: to regroup the existing ways of solving problems, to put forward alternative options for actions in order to develop new optimal algorithms |
| Information and data management                  | the person’s ability to search for the necessary sources of information and data, to perceive, analyze, remember and transmit information using digital means, and also during the work with the help of algorithms with data obtained from various sources in order to effectively use the information obtained to solve the problems |
| Critical reasoning in the digital environment    | the person’s ability to evaluate information, its reliability, to make logical conclusions based on incoming information and data                                                                               |

Source: Search data.

Based on the above list, the National Council for Vocational Qualifications, the President-sponsored of the Russian Federation, gave recommendations to the Ministry of Labor and Social Protection of Russia (hereinafter - MLSP), the Federal Government Budgetary Institution of «All-Union Research and Development Centre» (RDC) of the Ministry of Labor of Russia and the Autonomous noncommercial organization «Digital Economy» about the development of standard modules which contain descriptions of digital economy competencies for their inclusion in professional standards. It was proposed to the Ministry of Science and Higher Education of Russia to make alterations to the Federal State Educational standards in terms of digital competencies. As a result, in May 2021, the order of the Ministry of Education and Science of the Russian Federation «On amendments being made to the Federal State educational standards of higher Education» was published.

Director of the Center for the Development of Professional Qualifications of the Federal State Budgetary Institution of «All-Union Research and Development Centre» of the Ministry of Labor of Russia, Zaitseva O. M., and Ph.D. of Technical Sciences, Associate Professor, Spiridonov O. V., (federal state-owned publicity-funded institution of higher education Moscow State Technical University named after N.E. Bauman), as part of the working group on the development and actualization of professional standards of the Council for Professional competence, have developed a presentation model of digital competencies in professional standards. The authors conditionally divided the structure of digital competencies into four groups, taking into account the complexity and type of professional tasks that should be solved: basic, universal, special (industrial), general technical (ZAITSEVA, 2019).

The basic digital competencies include skills and knowledge during working with personal computing tools (personal computer, laptop, mobile devices, printer), with a file system, with standard means of viewing textual and graphical information (operating system, basic application programs, etc.). Universal digital competencies include skills and knowledge during working with standard textual, tabular and graphic editors, means to calculate, electronic document flow systems, global networks, etc. (the work with text and tabular
documents, with electronic presentations, images, graphic editors, as well as searching for information on the Internet, communications in electronic and mail services). General technical digital competencies are oriented to solving problems using professionally oriented software (CAD systems, PDM systems, ERP systems, MDM systems, SCADA systems, etc.). The list of digital competencies belonging to the group of special (industry) is determined by a specific, narrow type of professional activity.

The legal activity itself is quite extensive, it involves the activities of investigators, lawyers, judges, prosecutors, notaries, corporate lawyers, etc., where each profession has its own specifics. At the same time, the professional standard of a legal adviser, a lawyer, has not yet been approved. In the register of professional standards, which is available at the website of the Ministry of Labor and Social Protection of the Russian Federation, we can find only a small list of legal specializations, among which we can identify only a specialist on competition law (order of the Ministry of Labor of 09.10.2018 No. 625n), a forensic investigator (order of the Ministry of Labor of the Russian Federation of 23.03.2015 No. 183n).

A newcomer lawyer should be ready to use various software products in his professional activity. A brief description of the main legal software operating in modern conditions on the Russian market is presented in Table 2:

| Digital services, electronic address | Purpose and functions | Terms of Use |
|------------------------------------|-----------------------|--------------|
| Legal reference system (LRS) «Consultant plus» http://www.consultant.ru LRS «Garant» https://www.garant.ru | Legal reference systems that provide access to a complete database of legal information, analytical and statistical materials, as well as text editions. | To start working, just go to the website. Legal reference systems provide both free (limited in functionality) and paid (full) access to information. There are also separate accesses for pupils and students studying their interface and the rules of working with the LRS. |
| My arbiter https://my.arbitr.ru/ | Service for submitting electronic documents to arbitration courts | To start working, it is enough to have a confirmed account on https://www.gosuslugi.ru/ and an adequate power of attorney in the case of representation. |
| Public automated system «Pravosudie» https://ej.sudrf.ru | Service for submitting electronic documents to the courts of general jurisdiction | To start working, it is enough to have a confirmed account on https://www.gosuslugi.ru/ and an adequate power of attorney in the case of representation. |
| SoftUrist http://softurist.ru | The service represents an analysis and comparison of various automated systems for solving legal problems. | To start working, just go to the website. The provided service is free of charge. |
| XSUD https://xsudsoft.ru | The program of enumeration of court cases: case management and judicial proceedings, control of deadlines and task management, analytics and reporting, etc. | To start working, just go to the website. The provided service is free of charge. |
| Case.one https://case.one/ | The system of automation of legal processes. It allows to organize the workflow with the help of technologies to achieve maximum productivity (automatic time tracking, preparation of accounting documents, offering templates of standard documents, integration with the «My Arbiter» service and the Federal Tax Service of Russia, etc.). | To start working, you need to leave an application for using the demo version and consult with the service manager. The provided service is paid. |
| doeLEGAL https://www.doegal.com | A service for improvement of the effectiveness and simplification of the costs in the field of intellectual property. | To start working, you need to leave an application for using the demo version and consult with the service manager. The provided service is paid. |
| Lawclerk https://www.lawclerk.legal | It allows to optimize the activities of lawyers, there is an opportunity to employ the freelance lawyers services. | To start working, you need to register. The provided service is free of charge. |
| LexisNexis https://www.lexisnexis.ru | A service that provides solutions and databases for lawyers, notaries and other legal professions. | To start working, you need to leave an application for using the... |
| Name                                      | Description                                                                 | Access Details                                                                 |
|-------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Logikcull                                 | It helps law firms and organizations of all type to solve expensive, risky and complex tasks in the context of cloud solutions. | To start working, you need to leave an application for using the demo version. The service provides both free (limited in functionality) and paid (full) access to information. |
| MyCase                                    | It assumes universal software management of legal practice in the «cloud». Lawyers can work from around the world around the clock. | To start working, you need to register to use the free demo version. The provided service is paid. |
| Nexidia                                   | Provides a comprehensive, flexible customer service solution on the world’s proprietary CX No.1 cloud platform, providing a digital, hyper-personalized and adaptive environment for both consumers and employees. | To start working, you need to leave an application and wait for the manager’s response. |
| Planet Data                               | The patented technology, combined with project management experience, provides durable solutions for navigating complex data. The system deals with the analysis of contracts, the collection and examination of forensic data, the electronic data processing, etc. | To start working, you need to use search in the system. The provided service is free of charge. |
| Rocket Lawyer Incorporated                | The online legal tech company provides respective individuals and small and medium businesses with online legal services, including registration, property’s plans and a review of legal documents. The company also provides a network of lawyers with whom consumers and small businesses can consult on legal issues through its On Call service. | To start working, you need to leave an application for using the demo version. The provided service is paid. |
| Rocket Matter                             | Software for effective management of legal practice, including the ability to store a large number of documents, organize the planning of the company’s work. The software allows to prepare quick reports. | To start working, you need to leave an application for using the demo version. The provided service is paid. |
| Smokeball                                 | The software automatically keeps count of the time which is spent in the system by a lawyer, raising an invoice to the client, adapts account management to customer requests. | To start working, you need to leave an application for using the demo version. The provided service is paid. |
| Technology Concepts & Design, Inc.        | It provides system design and database design services for government agencies and provides proprietary software and services for corporations and firms. It helps in processing and managing large amounts of information in preparation for further legal proceedings. | To start working, you need to leave an application and wait for the manager’s response. |
| Uptime Legal Systems                      | Developer of technologies and a wide range of services for the activities of law firms. It offers closed cloud storage. | To start working, you need to leave an application and wait for the manager’s response for initial consultation on further use. |
| Future Law                                | It helps to build effective relationships with clients (fully providing comprehensive coverage of clients’ IP), develop effective solutions for the introduction of technologies in the process of applying and writing standards. | To start working, you need to contact with manager. |

Source: Search data.

This table shows that programs for lawyers carry out series of tasks: organize and automate professional activities, optimize document flow, provide standard solutions, various analytical and statistical information, databases, carry out record-keeping, etc.

According to experts, digital developments for the activities of professional lawyers will develop rapidly. Therefore, lawyers need to develop new software products, constantly improve their digital competencies (KHRAMTSOVA, 2019).
So what should a newcomer lawyer be ready for? What does the labor market expect from him? The theoretical analysis of scientific publications, federal state educational standards of higher education, allowed us to formulate a list of the main digital competencies that are desirable for a modern graduate lawyer, as well as for his further professionalization:

- Understanding the principles of modern digital technologies and the possibilities of their use to solve the tasks of professional activity;
- Having a certain level of digital literacy, which is necessary in the conditions of global digitalization;
- Ability to process and apply the information obtained with the use of digital technologies;
- Ability to navigate in new software products, reporting technologies, analytical platforms that are necessary in future work;
- Having skills of conducting business communication in a digital environment in solving professional tasks (with colleagues, partners, clients, organizations, etc.), as well as skills of working with reference and legal systems, electronic services (for example, for submitting electronic documents with the use of digital signature), electronic document management (for example, within the framework of contractual, claim or litigation activities, judicial work, planning and accounting);
- Readiness for providing legal services to certain segments of the digital world, which are depends on the specifics of professional activity (for example, in areas where AI technologies, block chain technologies, Internet commerce, crowdfunding, etc. are used);
- Readiness for continuous improvement of skills of working with new software.

We believe it important, within the framework of this article, to note that the issue of digitalization of a lawyer’s professional activity is still debatable in the legal community. On the one hand, digitalization is a positive trend in modern life. The government and business are interested in the algorithmization of administration of law and rule making, connecting this with an increase in the efficiency and productivity of providing legal services. On the other hand, law is a rather conservative, discrete phenomenon and its absolute digitalization is impossible. The activity of lawyers in general cannot be perceived as stereotyped, programmed or formulaic. Very often, the decision is made by the personality of a specialist, his professionalism and experience, analytical and creative thinking, which are necessary in a situation of assessing legal risks and providing competent legal support for various public and business processes.

The work of a lawyer can indeed be automated in the field of the execution of formalized functions, but in complex criminal and civil law processes, the specified algorithms cannot help without the participation of a professional. Therefore, the digitalization of legal practice should be treated not only as new perspectives that can release time for the fulfillment of other professional goals, but also with caution, because any legal decision is the acceptance of personal responsibility, the regulation of relations between particular people.

At the same time, we should not forget that the quality of any software product is ensured by the qualifications of its creators, so certain legal errors may be made during its development, which are sometimes quite difficult to correct. Therefore, digitalization and automation of legal activity should still be interpreted as an auxiliary, not a fundamental tool.

**CONCLUSION**

In this way, the developed digital competencies of a lawyer transmit his activities to a higher professional level, as well as increase competitiveness at the stage of formation of a legal career after graduation from a higher educational institution. At the same time, the presence of a lawyer in any company with formed digital competencies provides the company with a competitive advantage in the economic market as a whole.
The work of a lawyer is rich of the solutions of a large number of tasks. He searches for information in the regulatory environment, analyzes legal practice on various issues, draws up documents, carries out business communication, controls the timing of various events, etc. Therefore, the automation of some processes increases the efficiency and quality of the lawyer’s activities.

If a newcomer lawyer wants to become a successful specialist, he needs not only to have a good basic legal education, but also to improve constantly his qualifications, study up advanced experience. We must realize that the process of digitalization of professional activity is inevitable and inescapable.

Therefore, legal education should become a driver for the development of digital competencies for a future lawyer in the era of global digitalization with the implementation of new approaches in academic education and the formation of technological skills that will satisfy the needs of society in the era of digital economy development.

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Basic digital skills of a newcomer lawyer

Habilidades digitales básicas de un abogado recién llegado

Resumo
O artigo proposto apresenta brevemente a abordagem para entender as habilidades digitais básicas dos advogados recém-chegados. As habilidades digitais estão se tornando cada vez mais determinantes no mercado de trabalho e os alunos devem estar bem-preparados para a digitalização global de suas atividades profissionais. O objetivo deste artigo é formar uma lista das principais competências digitais exigidas na atividade jurídica. Utilizados pelos autores foram utilizados métodos científicos gerais complementares: análise teórica das fontes científicas, leis e regulamentos sobre o tema especificado, métodos de generalização, indução e dedução para formar conclusões. Os autores formulam uma lista das principais competências digitais que são desejáveis para um advogado de pós-graduação moderno e observam que o advogado recém-chegado deve estar pronto para usar vários produtos de software de forma flexível. Em conclusão, o artigo observa que a lei é um fenômeno bastante conservador, discreto e sua digitalização absoluta é impossível. No entanto, a algoritmização da administração do direito e da criação de regras poderia aumentar a eficiência e a produtividade da prestação de serviços jurídicos.

Palavras-chave: Advogado. Habilidades de advogados. Habilidades digitais. Dados digitalizados. Competências digitais de graduados.

Abstract
The proposed article briefly presents the approach to understanding the basic digital skills of newcomer lawyers. Digital skills are becoming more and more determinative on the labor market and the students should be well prepared for the global digitalization of their professional activities. The purpose of this article is to form a list of the main digital competencies required in legal activity. A set of complementary general scientific methods was used by the authors: theoretical analysis of the scientific sources, laws and regulations on the specified theme, methods of generalization, induction, and deduction to form conclusions. The authors formulate a list of main digital competencies that are desirable for a modern graduate lawyer and note that the newcomer lawyer should be ready to use various software products in a flexible way. In conclusion, the article notes that law is a rather conservative, discrete phenomenon and its absolute digitalization is impossible. Nevertheless, the algoritmization of administration of law and rule making could increase the efficiency and productivity of providing legal services.

Keywords: Lawyer. Skills of lawyers. Digital skills. Digitalized data. Digital competencies of graduates;

Resumen
El artículo propuesto presenta brevemente el enfoque para comprender las habilidades digitales básicas de los abogados recién llegados. Las competencias digitales son cada vez más determinantes en el mercado laboral y los estudiantes deben estar bien preparados para la digitalización global de sus actividades profesionales. El propósito de este artículo es formar una lista de las principales competencias digitales requeridas en la actividad legal. Los autores utilizaron un conjunto de métodos científicos generales complementarios: análisis teórico de las fuentes científicas, leyes y reglamentos sobre el tema especificado, métodos de generalización, inducción y deducción para formar conclusiones. Los autores formulan una lista de las principales competencias digitales que son deseables para un abogado graduado moderno y señalan que el abogado recién llegado debe estar listo para usar varios productos de software de una manera flexible. En conclusión, el artículo señala que el derecho es un fenómeno bastante conservador, discreto y su digitalización absoluta es imposible. Sin embargo, la algoritmización de la administración de la ley y la elaboración de reglas podría aumentar la eficiencia y la productividad de la prestación de servicios jurídicos.

Palabras-clave: Abogado. Habilidades de los abogados. Competencias digitales. Datos digitalizados. Competencias digitales de los egresados.