



**FEBRUARY 2019**

**PARALEGAL OPPORTUNITIES**

**#1109 PARALEGAL, COMMERCIAL REAL ESTATE** - Tampa office of well-respected national law firm has excellent opportunity available in Real Estate Practice Group. The candidate selected will provide assistance to attorneys and clients in all aspects of commercial real estate transactions and finance transactions. Primary responsibilities include reviewing, analyzing, coordinating and preparing title and survey matters, real estate documents and instruments to acquisitions and dispositions, including Purchase Agreements, banking and loans, foreclosures and work-outs; preparing and analyzing UCC, bankruptcy, litigation and lien searches; e-filing and electronically recording documents with Simplifile; producing title commitments, policies, endorsements and calculation, collecting and remitting agent and underwriter premiums; filing and maintaining corporate documentation with Florida Department of State; coordinating document execution; coordinating and attending real estate closings; maintaining electronic client files; and managing all real estate post-closing documentation. Candidates with a bachelor's degree or paralegal designation preferred. A minimum of three (3) years' work experience as a Florida paralegal is required. (Equivalent work experience may be considered in lieu of a bachelor's degree.) Candidates should be proficient in MS Office, Delta View and ACRIS. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1284 PARALEGAL- INSURANCE DEFENSE LITIGATION** - Mid-sized, well-established downtown insurance defense law firm is immediately seeking an experienced Litigation Paralegal with a minimum of 3 to 5 years of experience in insurance defense. The ideal candidate will have extensive trial experience, be detail oriented and possess excellent writing and communication skills. Must also have excellent time management skills, organization, be a self-starter who is able to work well in a teamwork driven environment managing fluctuating priorities and deadlines. This candidate will also be able to capture billable time compliant with client guidelines, communicate with clients, judicial assistants, attorneys, staff and experts, drafting of pleadings, correspondence, preparation of trial exhibits and presentation material for hearing and mediations, reviewing and analyzing medical, employment, billing and insurance claim records and provide litigation support to multiple attorneys. Familiarity with Florida Rules of Civil Procedure as well as Federal and Local Rules of the Middle District is a MUST as well as the ability to work well in a teamwork driven environment managing fluctuating priorities and deadlines. The ideal candidate will also be proficient in Microsoft Office Suite (Word/Outlook/Excel), Orion, and have a fast and accurate typing speed. Firm offers a general benefits package and a collegial work environment. The salary is in the \$40-\$55k DOE. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1380 COMMERCIAL REAL ESTATE PARALEGAL** - Full-service law firm serving clients locally, nationally, and internationally, is seeking a **Commercial Real Estate Paralegal** to join its growing Real Estate Practice Group in the Tampa office. The ideal candidate will have a strong eye for detail, strong organizational skills, and an understanding of contract law and commercial real estate transactions. The firm, nominated as one of Tampa Bay's Best Places to Work, offers a collegial work environment, competitive salary and an excellent benefits package. This position requires strong transactional experience handling commercial real estate work. Primary responsibilities include coordinating due diligence; commercial title and survey matters, real estate closing documents including closing statements, deeds, and other real property related documents; electronically recording documents with Simplifile; producing title commitments, policies, and endorsements; review exceptions on commitments; preparing and tracking closing checklists; coordinating and attending real estate closings; maintaining electronic client files; and managing all real estate post-closing documentation and ensuring accurate records are retained. Candidates must have a Bachelor's degree and a minimum of three (3) years of equivalent experience as a Real Estate Paralegal or Loan Closer. Equivalent work experience may be considered in lieu of a Bachelor degree. Candidates should be proficient in Microsoft Word, Excel, and Outlook. Knowledge/use of electronic file management systems, including FileSite, is a plus. Notary Public preferred. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1388 ENTRY-LEVEL LITIGATION PARALEGAL TRAINEE (0 TO 5 YEARS)** - Well-respected, prestigious South Tampa business law firm has an immediate need for an Entry-Level Litigation Paralegal Trainee with up to 5 years of experience in civil litigation and white collar crime for a busy Litigation Department. Paralegal will provide service to attorneys and will act as a liaison between the attorney and the case files

**Infinity Talent February 2019 Job Openings**

throughout all stages of investigation and case development, mediation, arbitration and trial. Responsibilities include general office and clerical duties, document production and trial preparation; organizing and managing case files through case file tracking systems; fast and accurate typing speed; maintain excellent client contact and act as "gatekeeper" for the attorney and perform other clerical and administrative tasks as assigned. **Bachelor's Degree required and a Certificate in an ABA approved Paralegal Program is preferred.** The ideal candidate will demonstrate strong organizational, technology and writing skills, have a positive attitude and be eager to learn on the job from the ground up in a long-term career in the legal field. Strong time management skills; ability to work under pressure on time-sensitive projects; self-motivated and enthusiasm; ability to work independently and on a team and with all levels of personnel; knowledge of legal terminology, documents and the legal process; and a high-level of attention to detail will round off the perfect Candidate for this position. Firm offers a competitive salary and a comprehensive benefits package including health, dental and 401(k). **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1393 LAW FIRM FLOATER - WESTSHORE/INTERNATIONAL MALL AREA** - Florida regional law firm seeks a full-time Litigation Legal Assistant to serve as a Floater to provide support to attorneys and employees who are on vacation, medical leave, sick days, etc. When not floating within the firm, this position will have a desk of its own to work and will be responsible for working on legal documents and other projects as the firm delegates and requires. Candidate must have advanced Microsoft Office (Word, Outlook, Excel and PowerPoint) and Filesite experience, excellent typing speed and word processing skills as well as the ability to draft simple legal pleadings, schedule, and electronically file documents in State and Federal Courts. Candidate must have a professional demeanor and be well-versed in litigation matters. Five+ years of experience is required. Excellent firm with a great working environment. Salary DOE and a fantastic benefits package including medical, dental, 401(k), paid parking and health club membership, etc. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1396 COMMERCIAL REAL ESTATE PARALEGAL - TAMPA**- Well-respected national law firm seeks a full-time Commercial Real Estate Paralegal with 5+ years of experience. The position duties and responsibilities include working with clients and attorneys to help organize, administer and assist with facilitating the closing process for complex commercial real estate transactions and assist with the preparation of related documents. It will also require assistance in the areas of commercial purchase and sale transactions, leasing, land development, finance and zoning/land use. Ideal candidate an understanding of transactional commercial concepts, practices, and procedures, including acquisition/disposition, leasing and real estate finance transactions, assisting with drafting of applicable documents, examination of title work and assisting with post-closing matters as well as assisting with COA foreclosures. Candidate must have strong organizational, interpersonal and document preparation/formatting skills and must be flexible to work well pressure and under tight and shifting deadlines. Proficiency in Microsoft Office 2010 (Word/Outlook/Excel) and knowledge of document management systems is required. Salary \$60-\$75k DOE. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1398 MEDICAL MALPRACTICE PARALEGAL – SARASOTA** - Busy mid-sized law firm has an immediate opening for a Medical Malpractice Paralegal with 5+ years of experience in medical malpractice defense. Firm represents numerous Florida hospitals, physicians of all specialties, nurses, advanced nurse practitioners and long term care facilities. Responsibilities include drafting pleadings, all aspects of propounding and responding to discovery including coordinating client production, gathering and organizing discovery, processing, organization, and review and summarizing of medical records and prepare medical chronologies, monitor and comply with all imposed deadlines, filing of Court documents, prepare attorneys for depositions, mediations and hearings; preparing cases for trial, including preparation of exhibit and witness lists, organizing exhibits and exhibit exchanges, coordinating witnesses for trial, identification retention, communicating and providing records to experts, etc. Timekeeping and a mandatory billable requirement are essential. Florida Registered Paralegal or college degree preferred. Competitive salary and benefit package, including 100% of employees' health insurance, long-term disability, 401K Safe Harbor with a math of 3% after 60 days of employment. Salary \$50-\$55k DOE. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1399 FEDERAL LITIGATION PARALEGAL - SOUTH TAMPA** - Well-respected, prestigious South Tampa business law firm has an immediate need for a Litigation Paralegal with 5-10 years of Federal Litigation experience who thrives on challenges and opportunity. Position will support a Partner in his fast-paced and busy State and Federal Complex Court Litigation and White Collar Crime practice. Paralegal will provide service to attorney and will act as a liaison between the attorney and the case files throughout all stages of investigation and case development, mediation, arbitration and trial. Responsibilities include general office and clerical duties, document production and trial preparation; organizing and managing case files through case file tracking systems; fast and accurate typing speed and maintain excellent client contact. **Bachelor's Degree required and a Certificate in an ABA approved Paralegal Program is preferred.** The ideal candidate will possess superior computer and technical abilities and conversant with various programs /applications utilized by the attorney, strong organizational and writing skills, have a positive attitude and be eager, have strong time management skills; the ability to work under pressure on time-sensitive projects; self-motivated and enthusiasm; ability to work independently and on a team and with all levels of

personnel; knowledge of legal terminology, documents and the legal process; and a high-level of attention to detail. Firm offers a competitive salary DOE and a comprehensive benefits package including health, dental and 401(k). **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1402 FAMILY LAW PARALEGAL - SOUTH TAMPA** - Busy well-established South Tampa law is currently seeking a highly qualified Family Law Paralegal with a minimum of 5-10 years of Florida law firm experience. The position requires knowledge of legal terminology, legal documents and records management, familiarity with the local Court systems as well as the Family Law Rules of Procedure. Must be able to work a file independently from initial intake through trial, including all areas of mandatory disclosure, Financial Affidavits, discovery and related financial data, preparation of family law pleadings and be familiar with and capable of calculating child support guidelines, alimony alternatives and equitable distribution charts. Computer skills necessary to complete duties include MS Office 2010 (Word/Outlook/Excel), Aderant Total Office, and FINPLAN (all modules). Collegial environment with a nice group of professionals. Competitive salary and benefits package including paid parking, health insurance, disability, a generous PTO plan, paid holidays and parking and a 401(k) Plan. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**# 405 PERSONAL INJURY LITIGATION PARALEGAL - TAMPA** - Downtown Plaintiff's Personal Injury firm immediately seeks a Personal Injury Litigation Paralegal for immediate placement. This position will be responsible for all files coming out of pre-suit, including filing of Complaint, all discovery, preparations for hearing, depositions, mediations and trial preparation. Ideal candidates will have 5+ years of Florida experience in personal injury, PIP, automobile claims/case, and civil litigation. Daily tasks will require thorough knowledge of the Florida Rules of Civil Procedure and Florida Statutes, proficiency in drafting motions, pleadings, affidavits, drafting and responding to discovery, trial preparation experience, excellent working knowledge of document management systems (preferably Aderant Total Office/Client Profiles), Microsoft Office Suite programs, and Westlaw. Exemplary tenure with previous employers preferred. Self-starters with a positive attitude who are highly motivated and able to work in a fast-paced environment are essential. Excellent salary/benefits package. Must be a team player, with the ability to pick up the files and "run with them". Salary is \$45 - 50k+ DOE and a generous benefits package. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1407 FAMILY LAW PARALEGAL - TAMPA** - Busy well-established law firm is seeking a highly qualified Family Law Paralegal with a minimum of 5-10 years of Florida law firm experience. The position requires knowledge of legal terminology, legal documents and records management, familiarity with the local Court systems as well as the Family Law Rules of Procedure. Must be able to work a file independently from initial intake through trial, including all areas of mandatory disclosure, Financial Affidavits, discovery and related financial data, preparation of family law pleadings and be familiar with and capable of calculating child support guidelines, alimony alternatives and equitable distribution charts. Computer skills necessary to complete duties include MS Office 2010 (Word/Outlook/Excel), Aderant Total Office, and FINPLAN (all modules). Collegial environment with a nice group of professionals. Competitive salary and benefits package including paid parking, health insurance, disability, a generous PTO plan, paid holidays and parking and a 401(k) Plan. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

#### **LEGAL ASSISTANTS/OTHER OPPORTUNITIES**

**#1379 DOCUMENT SPECIALIST**- Boutique Tampa law firm seeks a Document Specialist to join their team. The ideal candidate must be proficient in digital transcription/dictation and other word processing tasks have the ability to work in a fast-paced environment. Advanced knowledge of Microsoft Office (Word/Outlook/Excel/PowerPoint), Aderant Total Office and E-Portal is required. This individual will be familiar with general county guidelines and local rules, have attention to detail, speed and accuracy with typing and proofreading, able to draft simple pleadings, perform scheduling tasks and serve as a back-up Receptionist and Administrative Assistant to the Firm Administrator with general firm HR functions and light bookkeeping responsibilities. Salary commensurate with experience and a generous benefits package including paid parking, 401(k) and health insurance, etc. **Only candidates with the skill set above will be considered.** **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1381 COMMERCIAL REAL ESTATE LEGAL ASSISTANT**- Tampa office of well-respected law firm seeks an experienced transactional/commercial real estate legal assistant with at least three years of experience working in a high-volume office. The primary responsibilities for this position will include reviewing amendments and exhibits for leasing documents. Additional duties include handling routine new client requests for Lease amendments, opening new matters and requesting conflict checks, reviewing exhibits and amendments, tracking status of outstanding amendments and following up with various signatures, contract amendment review to ensure all changes reflected in each version have the correct correlating exhibits, maintain client files in firm database and document management system and interacting with client projects. The ideal candidate must be extremely detail oriented, organized, self-motivated, possess excellent communication skills and have the ability to multitask. Excellent Microsoft Office program experience and FileSite will round out a top notch candidate for the position. Professional and collegial work environment with a firm with a sophisticated client base, competitive

**Infinity Talent February 2019 Job Openings**

salary and an excellent benefits package. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1394 LITIGATION LEGAL ASSISTANT** - Mid-sized downtown law firm is seeking a full-time Litigation Legal Assistant to provide support for the litigation department. This position will be responsible for working on legal documents and other projects as the firm delegates and requires. Candidate must have excellent skills in all Microsoft Office programs and Filesite is preferred, typing and word processing skills as well as the ability to draft simple legal pleadings, scheduling, and electronically file documents with the Courts in both State and Federal Courts. Candidate must have a professional demeanor and be well-versed in litigation matters. Five+ years of experience required. Excellent firm with a professional and collegial working environment. Salary DOE and fantastic benefits package including medical, dental, 401(k), free parking and health club membership, etc. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1395 TRANSCRIPTIONIST/ LEGAL ASSISTANT / LITIGATION - BRANDON** - Boutique law firm is in immediate need of a Part-Time Transcriptionist to handle all the digital transcription, pulling exhibits and documents to attach to pleadings and correspondence, running down the attorney for signature and then submitting documents to addressee(s) via mail, email, Florida E-Filing or by other means dictated by attorney. The ideal candidate will have at least five years of Florida litigation experience; has a fast and accurate typing speed as well as strong grammatical, proofreading and editing skills. This is a part-time position which consists of three eight hour days weekly. Salary \$20 - \$22 per hour. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1400 INTAKE SPECIALIST PERSONAL INJURY- TAMPA** - Boutique South Tampa law firm has an immediate need for an experienced Personal Injury Intake Specialist. The ideal candidate will have 3+ years of experience handling all aspects of client files during the pre-litigation stage. Taking new potential client calls and getting the information concerning the new matter, opening and closing files in database and following through with getting the client signed up. This position will also communicate with a satellite office as it relates to intakes and new cases that are ready to be litigated. Position also requires drafting initial sign-up packets, data entry, charting status on all cases, monitoring charging liens, preparing rejection letters, communicating with clients, and answering phones when the Receptionist is out. Competitive salary in the high \$30's to low \$40's and a generous benefits package including health insurance, paid parking and 401(k). **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1406 INSURANCE DEFENSE LEGAL ASSISTANT - ST. PETERSBURG** - A mid-sized downtown law firm is seeking an experienced Litigation Legal Assistant to support two attorneys in a fast-paced insurance defense practice. The ideal candidate will have at least 3 to 5 years experience in insurance defense. Must also be reliable, professional and work well individually as well as with a team. Strong litigation skills and the ability to work with little supervision are essential. Candidate must be experienced in drafting pleadings, maintaining files and have experience in expert retention, discovery and trial preparations, heavy scheduling, and calendaring deadlines. Heavy caseload management and docket control skills are essential. Intermediate to advanced proficiency in Microsoft Office Suite programs, Worldox, and TABS preferred. The firm offers a competitive salary, and a generous benefits package including medical and dental benefits, PTO plan, paid parking, 401(k) and Profit Sharing. Salary \$18-\$20 per hour. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1408 INSURANCE DEFENSE EXECUTIVE/LEGAL ASSISTANT** - Downtown Tampa law firm seeks experienced Insurance Defense Legal Assistant with at least 5+ years of executive legal support of Managing Partner/Shareholder experience. The successful candidate will have experience in the following areas: auto, medical malpractice, premises liability, property, construction and insurance coverage as well as commercial trucking/transportation, handling scheduling, file maintenance, discovery and pleading preparation. Successful candidate will be an intelligent, proactive and enthusiastic team player. Must be proficient in Microsoft Office Suite (Word/Outlook/Excel), Clio, State and Federal E-Filing and have a fast and accurate typing speed. Firm offers a generous benefits package and a collegial work environment. Salary DOE. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1409 FAMILY LAW LEGAL ASSISTANT / PARALEGAL** - Mid-sized well-established downtown law firm is immediately seeking a Family Law Legal Assistant/Paralegal to support several attorneys with a manageable caseload. Ideal candidate will have a minimum of 3 to 5 years of related experience. The position requires knowledge of legal terminology, legal documents and records management, familiarity with the local Court systems as well as the Family Law Rules of Procedure. Must be able to work a file independently from initial intake through trial, including all areas of mandatory disclosure, Financial Affidavits, discovery and related financial data, preparation of family law pleadings and be familiar with and capable of calculating child support guidelines, alimony alternatives and equitable distribution charts. Computer skills necessary to complete duties include MS Office 2010 (Word/Outlook/Excel), Orion, document management systems and FINPLAN (all modules). Firm has a collegial work environment and offers a competitive salary and benefits package including paid parking, generous

contribution to health insurance, disability, a generous PTO plan and paid holidays. Salary DOE. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1410 LEGAL ASSISTANT, INSURANCE DEFENSE** - Mid-sized, well-established downtown insurance defense firm is immediately seeking an energetic and caring Legal Assistant with at least 2 to 5 years of experience to join their team. Responsibilities and duties include: transcription of legal documents, i.e., Complaints, deposition/medical records summaries with precise terminology and speed, coordinate and confirm deposition schedules and meetings, field incoming inquiries regarding Court related details; coordinate travel arrangements, communicate legal details to clients in a clear and precise manner, maintain an updated and accurate diary of ongoing cases and projects, perform clerical duties in a timely manner to include faxes, copies, incoming and outgoing mail, research, retrieve and update information in clients' case files, computer directories and discs, respond to clients in a professional manner at all times to best represent the firm and expand business, provide clerical assistance and instruction to co-workers as needed, opening new matters, maintain professional office environment and promote a positive image for the firm. Familiarity with Florida Rules of Civil Procedure as well as Federal and Local Rules of the Middle District is a MUST as well as the ability to work well in a teamwork driven environment managing fluctuating priorities and deadlines. The ideal candidate will also be proficient in Microsoft Office Suite (Word/Outlook/Excel), Orion, and have a fast and accurate typing speed. Firm offers a general benefits package and a collegial work environment. Salary DOE. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1411 LITIGATION LEGAL ASSISTANT – TAMPA** - South Tampa law firm is seeking a qualified Litigation Legal Assistant work with an attorney in busy fast-paced practice which includes business law, entertainment law, and commercial litigation **with an emphasis on construction litigation**. The ideal candidate will be able to handle cases from intake through trial. Must be reliable, responsible and have strict attention to detail. Must also be adept in Federal and State Court E-filing, Florida Rules of Civil Procedure, how to maneuver judicial preferences, create pleadings, discovery, motions, notices, dispute resolution, contract negotiation process, and prepare proposed orders. Duties will also include maintaining file organization at all stages of a case, including trial preparation that is in line with the order setting trial (substantive pleadings, binders, exhibit boards, witnesses, exhibit lists, experts). Calendaring deadlines, meetings, mediation, hearings and trials as well as preparing for same. Must be able to work independently and as a team towards time-sensitive deadlines. Ideal candidate will be proactive, forward thinking and quick. Firm offers generous a benefits package including 100% cost of health insurance and a friendly work place environment. Salary \$38-\$45k. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**Infinity Talent Search, LLC** is always seeking experienced attorneys for our clients. We gladly pay a referral fee to any candidate who refers a qualified, experienced attorney that we are able to successfully place in a full-time position. We are currently searching for attorneys with experience in the following areas of law:

Trusts & Estates	Foreclosure	Litigation	COA/HOA	Trial Attorneys	Insurance Defense
Labor & Employment	Personal Injury	Medical Malpractice		First Party Property	Damage Defense

***For any practice group that would like to make a move from their current firm – Infinity Talent Search, LLC is working with national law firms who are seeking to expand their Tampa office with a successful practice group. A discretionary bonus will be paid to a Candidate who assists in moving their own practice group to another firm through Infinity Talent Search, LLC.***