



**APRIL 2019**

**PARALEGAL OPPORTUNITIES**

**#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 –Litigation Paralegal (Tampa)** – Well respected, prestigious South Tampa business law firm has an immediate need for a strong Litigation Paralegal with at least 5+ years of experience in State and Federal complex litigation. Candidate will provide exceptional litigation services; have the ability to perform general office and clerical duties, draft pleadings, be familiar with and perform all aspects of discovery and have extensive trial preparation experience; organizing and managing case files through case file tracking systems; be proficient with Court filings and deadlines have a fast and accurate typing speed; and be knowledgeable of both Federal and State rules. Must have superior computer/technical skills, and proficiency with various programs/applications utilized by litigation attorneys. The successful applicant will demonstrate excellent organizational and writing skills and a positive attitude. Bachelor's Degree preferred. A Certificate in an ABA approved Paralegal Program is preferred. 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).**

**#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,

**Infinity Talent April 2019 Job Openings**

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).**

**#1414 PARALEGAL PROBATE**- National Law firm with office in Tampa Bay is seeking to add an experienced Probate Paralegal to their team. The ideal candidate will have a Bachelor's degree with a minimum of 5 years of experience working in a law firm as a probate paralegal. Responsible for preparation and filing probate paperwork including petitions and inventories; business formation documents; annual reports; meeting minutes; income, gift and inheritance taxes documents; and other necessary documents required by the rules. Drafting receipt and release agreements and preparing funding calculations. Must understand the requirements for probate cases in Florida, knowledgeable of the different forms, and be able to calendar all deadlines. Use of excel to maintain asset spreadsheets; working with appraisers; or other experts and vendors as necessary. Being able to perform special projects or assignments for management of the clients needs and under direction of the attorneys. Candidates should have a strong attention to detail, take initiative to accomplish work tasks with minimal supervision, exhibit strong communication skills, both verbal and written, show motivation with analytical thought process, including a higher level of mathematical and organizational abilities. Being a team player to the tax practice department. Law firm offers a generous benefit package including 401k, Profit Sharing and PTO. Salary is DOE. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1416 ENTRY-LEVEL LITIGATION PARALEGAL-TAMPA**- Downtown office of well-respected national law firm has an immediate need for an entry-level Litigation Paralegal for a busy Litigation department. The Litigation Paralegal provides services to attorneys and acts as a liaison between the attorney and the case files throughout all stages of litigation including pre-suit, investigation and case development, mediation, arbitration and trial. Responsibilities include general office and clerical duties, such as document production and trial preparation; organizing and managing case files including all documents contained within each file through case file tracking systems; may be assigned a particular task within a case or work on a case from start to finish; and perform other tasks as assigned. **Current enrollment in or successful completion of a paralegal certificate program required.** The ideal candidate will have strong time management skills; ability to work under pressure on time-sensitive projects; self-motivation; ability to work independently; ability to work effectively on a team and with all levels of personnel; excellent oral and written communication skills; knowledge of legal terminology, documents and the legal process; and high-level attention to detail. 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).**

**#1425 PARALEGAL, PLAINTIFF PI LITIGATION & TRIAL PREP** - South Tampa law firm currently seeking a Litigation Personal with 3 – 5 years of Plaintiff Personal Injury and trial experience. Duties include all aspects of pleading preparation, discovery, and heavy contact with clients, Court staff, opposing counsel and experts, and experience in preparing for hearings, mediations and trials as well as a solid knowledge of the Florida Rules of Civil Procedure. Must be a team player who will work collaboratively with attorneys and co-workers and be able to pick up and run a caseload of 70+ files with speed and efficiency and minimal supervision. Software skills required to perform this position include advanced proficiency in Microsoft Office (Word/Outlook/Excel), Aderant Total Office and Adobe Pro. Firm offers a competitive salary and a generous benefits package including paid parking and a 401(k). **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1428 PARALEGAL-LITIGATION MASS TORT** - South Tampa law firm currently seeking a Litigation Personal Injury/Mass Tort Paralegal, preferably with 10+ years of related experience, including all aspects of pleading preparation, discovery and heavy

contact with clients, Court staff, opposing counsel and experts and heavy trial preparation experience. Must be a team player who will work collaboratively with attorneys and co-workers and be able to pick up a file and "run with it. Technical skills required for this position include advanced proficiency in Microsoft Office (Word/Outlook/Excel), Aderant Total Office. Firm offers a competitive salary of \$50k+, generous benefits package, paid parking and a collegial work environment. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1431 PARALEGAL- PLANTIFF'S PRE-SUIT-** North Tampa law firm is immediately seeing an experienced Pre-Suit Litigation Paralegal with at least five years of related experience. Duties include requesting and organizing medical records, medical bills, police reports, photographs, insurance information and any and all other documents needed in order to bring the file up to the demand stage. Paralegal's caseload requires management of 80+ pre-suit files. Position requires extensive communication with clients, medical providers, insurance companies and team staff members and attorneys. The ideal candidate will be detail oriented, able to multi-task efficiently, have a strong knowledge of medical terminology, have a "teamwork" attitude and be able to function in a fast paced-work environment. Advanced proficiency in Microsoft Office Suite required and Needles case management system a PLUS! Competitive salary between \$40-\$50k and benefits package including 100% paid health insurance for employee, paid parking, PTO and holidays. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1433 PARALEGAL-REAL ESTATE-BUSINESS LAW-** Fast-paced downtown law firm is looking for Paralegal with 3+ years of experience in title insurance, real estate transactions and general business law matters. Applicant must be willing to do a variety of tasks. Ability to meet deadlines is required. Desired skills and expertise include strong organizational skills, the ability to work independently, follow instructions and to multi-task; exceptional verbal and written communication skills are a must! Must be proficient in Microsoft Outlook/Word/Excel. Knowledge of Doubletime or similar closing software applications is preferred. Salary commensurate with experience and competitive benefits package is provided. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1436 PARALEGAL DISCOVERY- BILINGUAL** - Needed immediately for downtown Tampa law firm. Paralegal will be solely responsible for getting discovery requests and Interrogatories to clients immediately upon service, communicate with clients to complete the discovery on a timely basis and locate documents requested. Paralegal will draft Objections, Responses to Requests to Produce and Answers to Interrogatories, redact any privileged information and prepare a privilege log, then present to attorney who will edit, if necessary and return to Paralegal for finalization, bates labeling and uploading those documents into TrialWorks case management program. Occasional travel to Orlando office or a client's residence for execution of documents. Must be knowledgeable in document management, familiar with the Florida Rules of Procedure as it relates to discovery methods and timelines as well as the importance and scope of discovery, knowledge of the litigation process and knowledge of litigation, trial, evidence and computerized litigation support. Firm provides a collegial environment with a generous benefits package including 100% of employee's health insurance, paid parking, 401(k), PTO, etc. ***If you are not a fluent bilingual candidate and do not have strong discovery skills, please do not apply.* If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

#### **LEGAL ASSISTANTS/OTHER OPPORUNITIES**

**#1347 EXECUTIVE/LEGAL ASSISTANT/PARALEGAL-** Downtown law firm has an immediate need for an Executive Legal Assistant/paralegal to support its Managing Partner in both business and personal matters. Experience with bankruptcy, creditor's rights, complex litigation and trial/hearing preparation as PLUS! Must be able to prove a typing speed of 80+ WPM and be able to transcribe FAST oral dictation under pressure, compose pleadings, basic motions and discovery documents. Must be detail oriented, have a great vocabulary, experienced proofreader, and work well under extreme pressure. Must be able to comprehend professional office etiquette, follow directions, be able to multi-task and manage time efficiently and have a professional appearance and attire. Office skills required for this position are expert level in Microsoft Word, Outlook, PowerPoint, including Word shortcut keys, and experience in calendaring with Outlook as well as CM/ECF E-filing. Overtime will be necessary and some Sundays are required. Firm offers better than average salary with proven experiences and references, a comprehensive benefits package, health, dental, parking and 401(k). **If you do not have these skills along with a**

**solid work ethic, please DO NOT apply. If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#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).**

**#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).**

**#1413 RECEPTIONIST - GAINSEVILLE- Polished** and professional "Director of First Impressions/Receptionist" needed immediately for a fast-paced insurance defense law firm. Responsibilities will include answering phones, handling incoming and outgoing mail, filing, typing and dictation, and assisting other team members with overflow work. A good attitude with a sunny disposition, a team player and a willingness to learn as well as excellent attention to detail is an absolute **MUST!** The ideal candidate will also be proficient in Microsoft Office Suite (Word/Outlook/Excel) and have a fast and accurate typing speed. Firm offers a generous benefits package and a collegial work environment. Salary \$12 - \$14 per hour DOE. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1415 PRACTICE ASSISTANT IMMIGRATION-** National law firm with an office in Downtown Tampa is growing. The ideal candidate will be responsible for providing administrative support to the department, including Partners, Senior Attorneys, Associates and Legal Support Staff by way of preparing legal documents, communicating with clients, and general office procedures. This candidate will possess a strong attention to detail a commitment to quality work product and have stellar client service skills. Candidate should have a minimum of two years of immigration experience. Responsibilities required for this position include: Calendar maintenance, maintaining client files (electronic/paper), scanning in documents and updating files (electronic/paper), opening new matters, preparing engagement letters, assessing matters for retainer replenishment, preparing new client/matter forms, and ultimately closing files. Additionally, this position will communicate with law firm clients in a confidential and discreet nature, manage travel for attorneys, organize and update task lists (daily), submit expense reimbursements and handle other administrative tasks as assigned by the attorneys and legal support staff. The skills required to support this position include effective communication skills (verbal and written), intermediate knowledge of MS Office (2010), knowledge of NetDocs and InApp Time Management is preferred. Strong work ethic, ability to work overtime, if required. Ability to multi-task in a fast paced work environment while assisting on complex assignments with time-sensitive deadlines. The firm offers 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).**

**#1434 – 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 support a Partner. 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 in the \$40's. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

### **ATTORNEYS**

**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.***