



## **MAY 2019 JOB OPPORTUNITIES**

### **PARALEGAL OPPORTUNITIES**

**#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 match 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).**

**#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).**

**#1442 INSURANCE DEFENSE/PIP PARALEGAL (TAMPA)** - Needed immediately for an AV rated Tampa Defense Firm. **Must have strong PIP experience** along with document management experience (Aderant/Client Profiles preferred). Must be capable of working independently with a high volume case load as well as with team members. Effective interaction skills a must. Job duties will include drafting pleadings, responding to discovery, corresponding with clients, insureds, adjusters and outside counsel without direction from attorney. Must be able to manage cases in their entirety. Competitive salary, benefits, parking allowance and friendly, casual work environment. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1445 PARALEGAL- FIRST PARTY PROPERTY** - National law firm with an office in Tampa is in immediate need of a **Rock Star** Litigation Paralegal (or Legal Assistant with Paralegal skills) with Plaintiff's first party property and bad faith insurance experience to support a Managing Partner. The ideal candidate will have 5+ years of strong litigation experience, have experience with State and Federal Court proceedings and filings, be organized and efficient (with the ability to work overtime, as needed), able to multi-task efficiently and must be a quick learner who is able to take a file and "run with it". Must be experienced in drafting pleadings, orders, all aspects of discovery, E-filing and case management experience. Competitive salary and excellent benefits package. This individual will be given autonomy, with the support of an established Plaintiff's firm with an excellent reputation. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1446 PARALEGAL LITIGATION PARALEGAL** - National law firm with an office in Tampa is in immediate need of a **Rock Star** Litigation Paralegal (or Legal Assistant with Paralegal skills) with Plaintiff's first party property and bad faith insurance experience. The ideal candidate will have 5+ years of strong litigation experience, have experience with State and Federal Court proceedings and filings, be organized and efficient (with the ability to work overtime, as needed), able to multi-task efficiently and must be a quick learner who is able to take a file and "run with it". Must be experienced in drafting pleadings, orders, all aspects of discovery, E-filing and case management experience. Competitive salary and excellent benefits package. This individual will be given autonomy, with the support of an established Plaintiff's firm with an excellent reputation. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1448 LITIGATION PARALEGAL (WEST PALM BEACH)** - National law firm with an office in West Palm Beach is in immediate need of a **Rock Star** Litigation Paralegal (or Legal Assistant with Paralegal skills) with Plaintiff's first party property and bad faith insurance experience. The ideal candidate will have 5+ years of strong litigation experience, have experience with State and Federal Court proceedings and filings, be organized and efficient (with the ability to work overtime, as needed), able to multi-task efficiently and must be a quick learner who is able to take a file and "run with it". Must be experienced in drafting pleadings, orders, all aspects of discovery, E-filing and case management experience. Competitive salary and excellent benefits package. This individual will be given autonomy, with the support of an established Plaintiff's firm with an excellent reputation. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1455 PARALEGAL PLAINTIFF PERSONAL INJURY** - Hyde Park law firm currently seeking a Plaintiff's Personal Injury Litigation Paralegal, preferably with Mass Tort experience. The ideal candidate will have 10+ years of related experience, including all aspects of pleading preparation, discovery and heavy contact with clients, working with 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).**

### **LEGAL ASSISTANTS/OTHER SUPPORT STAFF OPPORTUNITIES**

**#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** - 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).**

**#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).**

**#1439 LITIGATION LEGAL ASSISTANT** - Tampa office of well-respected law firm seeks a Litigation Legal Assistant with at least 5+ years of experience in **complex commercial and civil litigation as well as labor & employment**. This individual will have ability to handle calendaring, scheduling, draft documents with limited guidance, having strong attention to detail is PARAMOUNT, able to accurately follow procedures in a timely fashion, strong file-management skills, ability to transcribe from electronic dictation, attorney time entry into accounting system (CMS or other similar programs) and handle billing, and be highly organized. Must be proficient in Microsoft Word, Outlook and Excel (a must), able to function in a team-oriented environment, handle travel arrangements for busy attorney, handle busy phones and conducting oneself professionally with sophisticated and extremely high-end clientele. This position supports a high intensity group so the ideal candidate will be an aggressive, yet respectful go-getter who takes the initiative in following up on open items and providing status updates as is needed, has excellent prioritization/re-prioritization skills (someone who is flexible); and be a successful multi-tasker. Excellent salary and benefits package in a collegial and professional working environment. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1440 HYBRID LEGAL ASSISTANT/PARALEGAL (CLEARWATER)** - Well-respected law firm immediately seeking a Paralegal/Legal Assistant with **at least 5+ years of experience in multiple practice areas consisting of, but not limited to: civil and complex litigation, business litigation, insurance defense, trusts and guardianship litigation**. The ideal candidate will have the ability to manage a busy calendar scheduling depositions, mediations, court reporters, etc., accurately follow procedures in a timely manner, transcribe from electronic dictation, handle busy phones and conducting oneself professionally with sophisticated and extremely high-end clientele, draft documents with limited guidance, able to function in a team-oriented environment, strong attention to detail is PARAMOUNT, excellent time and file-management skills, attorney time entry into accounting system and handle billing, be highly organized. Must be aggressive yet a respectful, go getter, take the initiative in following up on open items and providing status updates. **Must be a high school graduate**. Strong proficiency in Microsoft Word, Outlook and Excel, working knowledge of .pdf documents, CMS or other similar programs are a must.

Salary DOE and excellent benefits package in a collegial and professional environment. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1447 LITIGATION LEGAL ASSISTANT FIRST PROPERTY PLAINTIFF** - National law firm with an office in Tampa is in immediate need of a *Litigation* Legal Assistant with Plaintiff's first party property and bad faith insurance experience. The ideal candidate will have 5+ years of strong litigation experience, have experience with State and Federal Court proceedings and filings, be organized and efficient (with the ability to work overtime, as needed), able to multi-task efficiently and must be a quick learner who is able to take a file and "run with it". Must be experienced in drafting simple pleadings and orders, scheduling, E-filing and case management. Competitive salary and excellent benefits package. This individual will be given autonomy, with the support of an established Plaintiff's firm with an excellent reputation. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1450 LEGAL ASSISTANT TRUST & ESTATES (SARASOTA)** - National law firm is seeking a smart, dedicated and highly organized Legal Assistant with 5+ years of experience in estate planning and trust administration. The ideal candidate must possess excellent administrative, oral and written communication, and organizational skill and proficiency in MS Office (Word/Outlook/Excel) and have knowledge/use of electronic case management systems is a plus. Education and experience required for this position:

**Education and Experience:**

- Experience in handling a wide range of administrative and executive support related tasks
- Excellent calendar management skills
- Excellent verbal, written, organization, analytical and interpersonal skills
- Outstanding client service and decision-making skills
- Excellent spelling and grammar and strong, accurate keyboarding skills (minimum 55 wpm)
- Familiarity with procedures of courts a plus
- Familiarity with Hot Docs a plus
- Demonstrates a high degree of professionalism, confidentiality, discretion, and decorum
- Knowledge of legal terminology, documents, and procedures
- Advanced word processing skills (use of styles, tracking, sophisticated mail merges, outline numbering, pagination, headers and footers, creating tables and document comparisons)
- Experience with working in Excel to create spreadsheets, including simple formulas and formatting
- Experience with creating and editing PowerPoint presentations, including incorporating transitions and builds
- Ability to produce accurate draft documents from a variety of rough sources that are handwritten or 'pieced' together or from oral instructions
- Ability to learn and use advanced software programs and new technology and desire to seek and attend training to improve skills
- Flexibility to work overtime, as deadlines require
- Ability to maintain concentration in a shared working environment
- Good understanding of basic business relationships and client confidentiality principles

Candidate must be able to work in a team environment as well as independently. The firm offers a pleasant and collegial work environment and an excellent benefits package. Salary mid to high \$50's. **Only applicants with related experience will be considered. If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1454 ENTRY-LEVEL LITIGATION LEGAL ASSISTANT (DOWNTOWN ST.PETER)** - Insurance defense firm is immediately seeking an energetic and motivated entry-level Legal Assistant with one to three years of law firm experience to provide support to busy practice groups. Qualified applicants must be reliable and have reliable transportation, present professionally and work well in a multi-person practice group. Attention to detail, reliability, pride in work product and strong grammar skills are a MUST! Proficiency with Microsoft Office (Word/Outlook) required and experience with Worldox and TABS is a PLUS! Duties include clerical and administrative functions such as opening, scanning and uploading mail into firm's software program with a firm specific naming protocol, creating mailing lists and assist with filing and keeping client files up to date. This is an excellent opportunity for someone with minimal experience who aspires to be a Litigation Legal Assistant. Firm offers an excellent benefits package including 401(k), health insurance and parking among other benefits. High school degree preferred. This is a temp-to-hire position. Salary \$15-\$16 hour DOE. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**ATTORNEY OPPORTUNITIES**

**#1389 MEDICAL MALPRACTICE ASSOCIATE ATTORNEY** - AV-rated mid-sized, full service law firm seeks an associate attorney with 2-5 years experience to assist a Partner in the medical malpractice department. Ideal candidate will be familiar with handling depositions and court appearances as well communicate with clients and provide detailed status reports. Medical malpractice experience is not required, but familiarity and experience with discovery, motion practice, depositions and trial preparation required. Strong academic credentials are required and a transcript will be requested. Competitive pay, excellent benefits and opportunity for growth! **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1401 LITIGATION ATTORNEY** - South Tampa boutique law firm seeks an associate attorney who knows how to try a civil case from beginning to end. Civil trial experience is not necessary, although may be given preference. What really matters here is whether you are a true litigator. Firm handles commercial disputes and collections. Firm offers great benefits and work life balance. **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1404 CONSTRUCTION DEFECT ATTORNEY**—AV rated mid-sized full service law firm seeks a 2-4 year associate attorney to assist a Partner in their construction litigation department. Ideal candidate will be familiar with handling depositions and court appearances as well as how to communicate with clients and provide detailed status reports. Must have familiarity and experience with discovery, motion practice, depositions and trial preparation. Strong academic credentials are required and transcript will be requested. Competitive pay, excellent benefits and opportunity for growth! **If interested please contact us at (813) 532- 2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1430 COMMERCIAL/CONSTRUCTION/LITIGATION/COLLECTIONS ASSOCIATE ATTORNEY**- Mid-sized law firms with offices in Tampa and Sarasota, seeks an attorney for its Tampa location with 2-4 yrs. experience in construction/commercial litigation and collections. Must have a strong academic background, hearing & deposition experience a must, excellent written & oral communication skills. Competitive salary! **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1432 3-5 YEAR ASSOCIATE ATTORNEY**- Boutique Tampa law firm seeks a 3-5 year associate who has a lot of varied skills and can work with different personality types. This position will not have a lot of one on one client time, but will handle the following types of work: construction contract drafting, government and local zoning (must be able to attend court, cover hearings and take depositions) and appellate matters. A great opportunity for a young attorney who is trying to build their practice. Great pay with additional bonus potential! Excellent benefits. **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.***