



AUGUST 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.

#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.**

#1456 FAMILY LAW PARALEGAL - Candidate must have a minimum of 5 to 10 years of related experience needed immediately for busy well-established South Tampa law firm which specializes in marital and family law. Position requires knowledge of legal terminology, legal documents and records management, familiarity with the local Court systems as well as the Florida Civil and 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), Client Profiles/Adherent/Total Office, and FINPLAN (all modules). Collegial environment with a nice group of professionals. Competitive salary and excellent benefits package including paid parking, health insurance, disability, generous PTO plan and paid holidays. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1465 MEDICAL MALPRACTICE PARALEGAL - (TAMPA) - 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.**

#1503-INSURANCE DEFENSE PARALEGAL (ST. PETERSBURG) - Mid-sized established law boutique firm is seeking an experienced Litigation Paralegal to support a busy fast-paced, collegial environment insurance defense practice. The ideal candidate must have 3-5+ years of experience in insurance defense. Must also be reliable, professional, and work well in a

multi-person practice group. Strong litigation skills and ability to work with little supervision is important. Candidate must be experienced in drafting pleadings, maintaining files and have experience in expert retention, discovery and trial preparations, schedule hearings, depositions and trials as well as calendaring deadlines. Heavy caseload management and docket control skills are preferred. Intermediate to advanced proficiency in Microsoft Office Suite programs, Word, and TABS preferred. Firm offers a competitive salary, and a generous benefits package including medical and dental benefits, PTO plan, 401(k) and Profit Sharing. Salary \$40-\$45k plus DOE. This is a temp-to-perm position that requires the individual to complete 560 hours before becoming eligible for permanent hire. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1513 – LITIGATION PARALEGAL (INSURANCE DEFENSE) - Mid-sized, well-established downtown insurance defense law firm is immediately seeking an experienced Litigation Paralegal with a minimum 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. Salary in the \$45-\$55k DOE. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1516 PARALEGAL, CONSTRUCTION DEFECT LITIGATION - Mid-sized well-established downtown Tampa law firm is immediately seeking a Litigation Paralegal for a busy construction defect and litigation department. The successful candidate will have 5+ years' litigation and construction experience in a fast-paced insurance defense firm. General responsibilities include, but are not limited to: communicate with clients, witnesses, judicial assistants and other attorneys and their staff, preparation of legal documents, pleadings, correspondence, memoranda, trial exhibits, presentation materials for hearings, mediations and trials, review and analyze discovery responses, bates labeling and indexing same with privilege logs, as needed, and prepare discovery requests, conduct basic legal research, including case law and statutes. Maintain files and manage electronic and paper records and provide strong litigation support. Firm provides compensation of \$45-\$55k with a generous benefits package including paid parking, health insurance and 401(k) plan. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

LEGAL ASSISTANTS/OTHER SUPPORT STAFF OPPORTUNITIES

#1483 INSURANCE DEFENSE LEGAL ASSISTANT (GAINSEVILLE) - Mid-sized, well-established insurance defense law firm is immediately seeking an energetic Legal Assistant with at least 2 to 5 years of experience in the full litigation cycle. Responsibilities and duties will include: transcription of legal documents, i.e., Complaints, deposition/medical records summaries with precise terminology and speed, coordinate and confirm meetings, hearings, mediations and deposition schedules, 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 calendar, perform clerical duties in a timely manner to include faxes, copies, incoming/outgoing mail, research, retrieve and update information in client 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, State and Federal e-Filing and have a fast and accurate typing speed. Firm offers a general benefits package and a collegial work environment. Salary \$40k+ DOE. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#OFFICE MANAGER, JUNIOR - Boutique downtown Tampa law firm has an immediate need for a full-time Office Manager (to support a Firm Administrator) with law firm experience and preferably, litigation experience to assist support staff, as needed. Duties of this position includes client billing, marketing, facilities management, support staff management, handling HR functions, troubleshooting minor computer issues, performing client conflict checks, opening new client matters and any other administrative issues that require attention or are delegated by the Firm Administrator/Partners. The ideal candidate will be able to multi-task with efficiency, be detail oriented, a natural born leader and have exceptional people skills. Technical skills

required for this position include Microsoft Office (Word/Outlook/Excel) and accounting software programs including Orion. Firm offers generous benefits packages which include health and life insurance, 401(k) plan, paid parking, PTO and paid holidays. Salary up to \$50k depending on experience. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1496 MAILROOM CLERK- Downtown Tampa law firm is immediately seeking an experienced Mail Room Clerk to support a medium sized busy office. Ideal candidate must have both mailroom and photocopying/scanning experience, preferably within a law firm setting. Litigation copying experience is a **PLUS**. Proficiency in Microsoft Office (Word/Outlook/Excel) is required. The ability to lift 50 pound boxes and push carts containing heavy items is required. The ideal candidate will possess strong customer service skills, be motivated, energetic and a team player. Overtime is required as needed. Competitive benefits package and a collegial but professional work environment. Pay \$12 to \$14 per hour. Only applicants with a stellar driving record, reliable transportation and auto insurance coverage will be considered. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1500 SCHEDULER- Tampa & Orlando offices of well-respected global law firm seek an experienced Scheduling Assistant with at least 2+ years of law firm experience. The successful candidate must have the ability to multi-task, work in a fast-paced environment and work a heavy desk. Also must be able to work independently and be proactive. Duties include all scheduling and calendaring of hearings, depositions, conferences, mediations, trials, etc. and the ability to professionally interact with opposing counsel, clients, insurance adjusters, judicial assistants, Court staff, court reporters and Pro Se parties. In addition, this individual must be intelligent, have sound judgment, and be pro-active team player with excellent organizational, communication and writing skills, can work independently, able to manage time and prioritize duties. Firm offers great working environment, excellent benefits and salary of \$35-\$45k. **This could potentially be a temp-to-perm or direct hire and the option of working remotely.** Must be well disciplined in the ability to work remotely. The ideal candidate will have intermediate skills in Microsoft Office, iManage, eDocket's, Legal Key and the ability to type 45-50 wpm. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1501 LEGAL ASSISTANT- INSURANCE DEFENSE- Tampa office of well-respected global law firm seeks an experienced Insurance Defense Legal Assistant with at least 5+ years of experience. The successful candidate will have experience in the following areas: property damage, auto, premises liability, and insurance coverage. Duties include daily schedule, file maintenance, interaction with clients, preparation of discovery and pleadings. Successful candidate will be an intelligent and pro-active team player. Firm offers great working environment, excellent benefits and salary of \$45-\$55k. **This could potentially be a temp-to-perm or direct hire and the option of working remotely.** Must be well disciplined in the ability to work remotely. The ideal candidate will have intermediate skills in Microsoft Office, manage, eDocket's and Legal Key. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1505 LEGAL ASSISTANT- LITIGATION- Tampa offices of AV Rated regional law firm serving clients locally, nationally, and internationally is seeking a Litigation Legal Assistant to join its growing Tampa office. The ideal candidate will have a strong eye for detail, strong organizational skills, and an understanding of the full cycle of Florida litigation. The firm, nominated as one of Tampa Bay's Best Places to Work, offers a collegial work environment and an excellent benefits package. Must have 5+ years of experience, **preferably in construction and business litigation**, and a college degree preferred. Candidates should be proficient in Microsoft Word, Excel, and Outlook, FileSite, iManage, State and Federal E-Filing, calendaring, transcription, excellent and accurate typing speed and knowledge and use of electronic file management systems. This position supports a busy Partner and an Associate. The firm has an excellent reputation in the community, a generous compensation package including top salary, insurance, free parking, 401(k) and a generous PTO policy. Notary Public preferred. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1511 PLAINTIFF'S PERSONAL INJURY LEGAL ASSISTANT/PARALEGAL- South Tampa law firm currently seeking a Plaintiff's Personal Injury Litigation Legal Assistant/Paralegal. 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 \$40-50k, 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.**

#1512 LEGAL ASSISTANT- INSURANCE DEFENSE- Mid-sized, well-established downtown insurance defense law firm is immediately seeking an energetic Legal Assistant with at least 5+ years of experience. Responsibilities and duties will include: transcription of legal documents, i.e., Complaints, deposition/medical records summaries with precise terminology and speed, coordinate and confirm meetings, hearings, mediations and deposition schedules, 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 calendar, perform clerical duties in a timely manner to include faxes, copies, incoming/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 \$45k+ DOE. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1517 LAW FIRM RECEPTIONIST- Busy Personal Injury, Medical Malpractice law firm seeks a dependable and reliable Receptionist to join its team immediately. Must be proficient in Microsoft Office (Word/Outlook), be able to handle a multi-line phone system, have a quick and accurate typing speed and a professional appearance and pleasant demeanor. Duties include but are not limited to: assisting with client intake, performing new client conflict checks, assisting with scans and faxes, filing projects and other light clerical duties as directed. Firm offers competitive salary and an excellent working environment. Salary of \$25-30k DOE. Law firm experience and knowledge of medical terminology is helpful, but not required. High school diploma or equivalent is required. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1518 LAW FIRM RECEPTIONIST -GAINSELVILLE- Busy Personal Injury, Medical Malpractice law firm seeks a dependable and reliable Receptionist to join its team immediately. Must be proficient in Microsoft Office (Word/Outlook), be able to handle a multi-line phone system, have a quick and accurate typing speed and a professional appearance and pleasant demeanor. Duties include but are not limited to: assisting with client intake, performing new client conflict checks, assisting with scans and faxes, filing projects and other light clerical duties as directed. Firm offers competitive salary and an excellent working environment. Salary of \$25-30k DOE. Law firm experience and knowledge of medical terminology is helpful, but not required. High school diploma or equivalent is required. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

#1519 LEGAL TECHNOLOGY SUPPORT SPECIALIST- Tampa and Sarasota offices of well-respected regional law firm has an excellent opportunity for a **Legal Technology Support Specialist**. The right candidate for this role will possess approachable training techniques accustomed to teaching adult learners with diverse learning styles. Training will address new hire technology and processes and ongoing training for existing employees. We are seeking a candidate who has a strong technology background and experience providing end-user support with a proven ability to resolve technical issues. We need a team member who has the exceptional customer service skills needed to support a demanding client base.

ESSENTIAL JOB FUNCTIONS:

Work closely with the firm's technology service group to act as the onsite point of contact for software upgrades, application training, and day-to-day end user assistance for computers, software, printers, copiers, scanners, telephone and voicemail systems, video conferencing and AV setup and takedown services, and system setups and moves.

Work with the firm's training department to provide technology and process training for new hires.

Identify and facilitate training where opportunities exist to address common support issues and to strengthen existing user technology and process skills.

Work with the firm's training department and the office administrator to assist in the design, implementation, and delivery of training curriculum, user guides, job aids, and additional instructional or informative documents based on technology and process needs.

Must be familiar with legal concepts, practices, and procedures to effectively incorporate business process information into software instruction and utilization.

Some travel to other offices in Florida required.

Performs additional duties as instructed and assigned.

QUALIFICATIONS:

Bachelor's degree or certification in technology or education related field preferred. Must have a minimum of three years of desktop application support. Experience in a legal environment required.

Microsoft Office Certifications a plus.

Advanced knowledge of business suites and software applications (e.g. Windows 7 and 10 operating systems, Office 2010 through Office 2016 with focus on Outlook, Word, Excel, and PowerPoint), industry specific software (e.g. FileSite, Aderant, MacPac, CRM), and remote connectivity.

Experience working with networked and local printers, scanners, advanced copiers, and other hardware peripherals, along with a basic understanding of networking devices, cabling, and associated troubleshooting.

Proven customer service skills and ability to establish and maintain productive working relationships with all levels of employees.

Excellent communication and people skills required as well as demonstrated problem solving skills, including the ability to convey training and technical information in easy to understand, non-technical terms.

Flexibility to undertake a variety of assignments and manage competing priorities.

Ability to adapt to a fast-changing environment and meet deadlines both as an individual and as part of a team.

Ability to effectively present information and respond to questions from groups of attorneys and staff.

Firm offers a collegial work environment, excellent benefits package and a salary in the mid to high \$50's. **If interested please contact us at (813) 532-2594 or apply on our website www.infinitytalentfl.com.**

Infinity Talent Solutions, 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.