



## **SEPTEMBER 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).**

**#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).**

**#1456 FAMILY LAW PARALEGAL (TAMPA)** - 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](http://www.infinitytalentfl.com).**

**#1465 MEDICAL MALPRACTICE PARALEGAL (TAMPA/TEMP TO PERM)** - 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. **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](http://www.infinitytalentfl.com).**

**#1503 INSURANCE DEFENSE PARALEGAL (ST. PETERSBURG/TEMP TO PERM)** - 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](http://www.infinitytalentfl.com).**

**#1521 LITIGATION PARALEGAL CONSTRUCTION & COLLECTIONS (TAMPA/TEMP TO PERM)** - "AV" rated Tampa mid-sized law firm is seeking an experienced Insurance Defense Litigation Paralegal with at least two years of strong experience in construction and collections defense litigation. Duties include pleading preparations, heavy discovery, and trial preparations, liaising with experts, investigating facts and understanding the full cycle of litigation. Firm provides 100% paid employee health insurance, 401K Safe Harbor Match after 90 days and year end bonus. Florida Registered Paralegal or NALA Certified Paralegal preferred. **THIS IS A TEMP-TO-HIRE POSITION. If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1525 COMMERCIAL/INDUSTRIAL REAL ESTATE PARALEGAL (CAMDEN, NJ - RELOCATION COSTS INCLUDED)** - Lucrative In-House position available with a large company located in Camden, New Jersey. Paralegal is responsible to provide real estate assistance to in-house real estate attorney while also working collaboratively and cooperatively with real estate, finance and other company divisions in a team-oriented environment.

**Essential Duties & Responsibilities:**

General paralegal support for legal department including but not limited to:

- Prepare first drafts of letters of intent, leases, purchase contracts, closing documents and other real estate documents from templates.

- Organize and populate data rooms for financing, purchase and sale transactions.

- Order and coordinate with third parties regarding various real property reports and agreements, including title, ALTA surveys, and environmental, zoning and related reports.

- Conduct document management, including shared databases and entry of key contact milestones.

- Review Title and ALTA surveys.

- Prepare closing checklists, contract timelines, title objection letters and closing instruction letters.

- Coordinate entity formation and corporate filings.

- Review nondisclosure agreements and identify issues for further review.

- Prepare Lease and other agreement abstracts and summaries.

- Provide other general support and assistance as required, including printing documents, obtaining signatures, notaries, etc.

**Requirements:**

To perform this job successfully, this individual must be able to perform each essential duty satisfactorily, must have the ability to read and understand basic legal agree detail oriented and possess excellent writing, communication, organizational and computer skills, including fluidity with Microsoft Word and Excel.

**Abilities Requirements:**

- Knowledge of Legal field and terms

- Excellent organizational skills and attention to detail

- Problem-solving and critical thinking

- Ability to work in a high-volume, fast paced environment

- Ability to assess and prioritize job responsibilities

- Ability to adapt to changing technology

- Ability to work in a collaborative and pleasant manner with others

**Education/Experience:**

- Bachelor's degree, associate's degree, or paralegal certificate preferred.

- 10+ years of commercial and/or industrial real estate paralegal experience

- Experience with Section 1031 Exchanges preferred

**Technical Requirements:**

- Knowledge of software management system for handling legal files. Tech savvy knowledge of internet, operating systems, mobile devices, etc. Proficient use of PC with thorough knowledge of Microsoft Word and Excel. Understanding of standard and currently used office equipment, i.e. copiers, scanners, etc.

Excellent compensation and benefits package DOE as well as relocation costs, if necessary.

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**#1527 LITIGATION CONSTRUCTION PARALEGAL**- Mid-sized downtown Tampa law firm is seeking an experienced Litigation Paralegal with 5+ years of experience in construction defense litigation. Duties include pleading preparations, heavy discovery and trial preparations, liaising with experts, investigating facts and understanding the full cycle of litigation. Strong knowledge of the Florida Rules of Civil and Federal Procedure, and Local Rules is a MUST as well as the ability to work well in a team 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 generous benefits package including paid parking and a collegial work environment. Salary \$50k+ DOE. Florida Registered Paralegal or NALA Certified Paralegal preferred. **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 OPPORUNITIES**

**#1493 JUNIOR OFFICE MANAGER** - 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](http://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](http://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](http://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](http://www.infinitytalentfl.com).**

**#1514 FAMILY & CRIMINAL LAW LEGAL ASSISTANT/PARALEGAL** - Needed immediately for mid-sized downtown Tampa law firm. The ideal candidate will have 3+ years of experience in family law and criminal defense. Responsibilities include drafting pleadings, all aspects of propounding and responding to discovery including coordinating client production, gathering and organizing discovery, processing, organization, complying 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. Must have excellent organizational skills, calendaring abilities and can handle a voluminous caseload. Competitive salary and benefits package. 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).**

**#1519 LEGAL TECHNOLOGY SUPPORT SPECIALIST**- Tampa and Sarasota offices of well-respected regional law firm have 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](http://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.***