



## **MARCH 2020 - JOB OPPORTUNITIES**

### **PARALEGAL OPPORTUNITIES**

**#1548 Litigation Paralegal | Construction Defense** - 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 \$65k+ 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).**

**#1585 Plaintiff's Mass Tort Paralegal** - Boutique South Tampa law firm has an immediate need for an experienced Mass Tort Litigation Paralegal, preferably with tobacco litigation 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+, a generous benefits package including a 401(k), 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).**

**#1597 Litigation Paralegal/Construction Defense** - 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 \$50-\$60k 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).**

**#1606 Litigation & e-Discovery Paralegal** - National law firm with offices in downtown Tampa is in immediate need of a Litigation Paralegal with strong litigation and e-Discovery experience, preferably in Plaintiff's first party property and bad faith insurance experience. The ideal candidate will have 5+ years of related experience in State and Federal Court proceedings and filings, be organized and efficient (with the ability to work overtime, as needed), detail oriented, a self-starter with initiative, able to multi-task efficiently and must be a quick learner who is able to take a file and "run with it". Routine duties: Assist in deposition preparation, pre-trial investigations, trial preparation, including assistance with preparation of witnesses for depositions and/or trials, prepare exhibits and demonstrative evidence for use at trial and provide trial assistance to attorney. Must also have excellent client communication skills, strong written and verbal skills, scheduling, drafting pleadings, orders, all aspects of e-Discovery, E-filing and case management experience. Competitive salary of \$50-\$60k and excellent benefits package. This individual will be given autonomy, with the support

of an established Plaintiff's firm with an excellent reputation in the legal community. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1612 Litigation Legal Assistant/Paralegal (Hybrid)** - National law firm with offices in downtown Tampa is in immediate need of a **Rock Star** Litigation Paralegal (or Legal Assistant with Paralegal skills) with strong litigation experience, preferably in 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), detail oriented, a self-starter with initiative, 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 with client communications, strong written and verbal skills, scheduling, drafting pleadings, orders, all aspects of discovery, E-filing and case management experience. Competitive salary (\$50-\$60k) 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).**

**#1614 - 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 Tampa. The ideal candidate will have a strong eye for detail, strong organizational skills, and an understanding of contract law and real estate transactions. The firm, nominated as one of Tampa Bay's Best Places to Work, offers a collegial work environment and excellent benefits. 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) 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. Firm provides a collegial work environment and a sophisticated client base. Excellent compensation package DOE with generous benefits package. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1616 – 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 \$50k+ DOE. **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**

**#1534 Legal Assistant – Litigation (2)** - Legal Assistant with strong skills needed for downtown Tampa commercial and construction defect boutique litigation firm. Required skills: excellent typist with good communication and organizational skills, filing, billing, communications with JA's, court reporters and court personnel, calendaring - no substantive drafting, and some digital dictation. Must have the ability to communicate clearly, accurately and tactfully

and must have the ability to work independently in a fast-paced deadline driven environment. Strong knowledge of legal terminology, Court rules and procedures and E-filing are a MUST. Client Profile/Aderant Total Office experience is a plus and excellent Microsoft Office skills is required. Salary high \$40's to low \$50's annually DOE and generous benefits package after 90 day probationary period. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1556 Legal Assistant - Commercial Title/Real Estate** - Small AV Rated South Tampa boutique law firm concentrating in the areas of Real Estate Law, Lending, and Business Transactions is seeking a Commercial Real Estate and Title individual with 3 to 5 years of experience who is well-versed in each of the following areas: Commercial Real Estate Transactions, Business Merger/Acquisition Transactions, preparing documents and correspondence requiring knowledge of legal terminology and document format. Responsibilities include preparation and review of title commitments and surveys; preparing acquisition/disposition and finance closing documents; reviewing/analyzing UCC, bankruptcy, litigation, and lien searches; coordination of recording and payment of related transfer taxes; organizing, tracking, and facilitating the execution and distribution of closing documents; coordinating and attending closings; and handling all administrative facets of the issuance of title insurance policies for the firm. A strong background in title insurance experience, preparing loan documentation and assisting in loan closings (SBA experience a Plus) are a MUST. Firm offers a salary DOE, paid health and dental insurance, parking, and Simple IRA. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1576 Receptionist/Director of First Impressions** – Small but mighty AV Rated downtown Tampa real estate boutique firm is in immediate need of an entry-level Receptionist. The ideal candidate will possess an upbeat attitude, have a polished appearance and demonstrate a strong commitment to exceptional client service. Essential job functions include: answer incoming calls on a multi-line phone system and route accordingly, greet clients and visitors and direct them to appropriate areas, schedule and maintain busy conference room reservations, maintain lobby and common areas, collect and route hand-delivered packages, pick up and distribute mail and FedEx packages to appropriate parties and post office, prepare and stuff envelopes for same day Certificate of Mailings, prepare copies and scans for employees, pick up lunch for attorney meetings, run daily deposits to banks, perform court runs for e-recording of documents, applications and submissions to the City and County in addition to handling sign postings at off-site locations as well as any other tasks delegated by the attorneys or the Firm Administrator. Firm provides a collegial work environment and a generous benefits package including health, dental and vision insurance, paid parking and 401(k). ***This position has the potential for extended growth with tenure and is ideal for current college students or recent graduates.*** Only individuals looking to grow with a firm on a long term-basis need to apply. Salary \$15 per hour. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1583 Intake Specialist - Plaintiff 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 and litigation stages and must be able to understand the full cycle of litigation. Responsibilities include taking new potential client calls and getting information concerning the new matter, opening and closing files in database and following through with getting clients signed up. Individual 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. Software skills include proficiency in Microsoft Office (Word/Outlook/Excel), and Aderant Total Office. Firm pays a competitive salary in the low \$40's and a generous benefits package including health insurance including 401(k), 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).**

**#1584 Plaintiff's Personal Injury Legal Assistant** - South Tampa Plaintiff's boutique law firm is currently seeking a Litigation Legal Assistant with at least five (5) 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 including 401(k), 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).**

**#1590 - Bookkeeper with Plaintiff's Personal Injury (Tampa)** - South Tampa Plaintiff's Personal Injury law firm currently is immediately seeking a Full-Time Bookkeeper with at least 3 to 5 years of personal injury, bookkeeping and generally accepted account principles experience. The ideal candidate will be a team player who can work collaboratively with attorneys and co-workers on client cases, handle the firm's bookkeeping responsibilities, A/P, A/R, reconciliations, reporting, maintain the firm's trust account and be adept in the preparation of Closing Statements in personal injury cases. Software experience will include Microsoft Office applications, Aderant Total Office, QuickBooks, strong communication and organizational skills and accounting software program experience. Must be dependable and trustworthy with excellent professional references. The firm provides a collegial environment, generous benefits package including health insurance, paid parking and 401(k). Competitive salary DOE. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1591 – (2) Insurance Defense Legal Assistants (Tampa)** - Litigation Legal Assistant with strong skills needed for downtown insurance defense boutique law firm. Must have at least 3 to 5 years of insurance defense experience. Required skills include an excellent typist with good communication and organizational skills, filing, billing, communications with JA's, court reporters and court personnel, calendaring, drafting of simple motions, case management and some digital dictation. Must have the ability to communicate clearly, accurately and tactfully and must have the ability to work independently in a fast-paced deadline driven environment. Only positive and proactive team members should apply. Strong knowledge of legal terminology, Court rules and procedures and E-filing are a MUST. Excellent Microsoft Office skills are required and Orion experience preferred. Salary \$40-\$45k+ DOE and generous benefits package after 90 day probationary period. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1593 – APPELLATE LITIGATION LEGAL ASSISTANT** – Tampa office 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, be able to work with different personalities and different workstyles and have a complete 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 complex commercial and appellate litigation**. College degree preferred. Candidates should be proficient in Microsoft Word, Excel, and Outlook, FileSite, State and Federal E-Filing, calendaring, transcription, excellent and accurate typing speed and knowledge and use of electronic file management systems. This firm has an excellent reputation in the community, a generous compensation package including top salary of \$50-\$60k DOE, insurance, free parking, 401(k) and a generous PTO policy. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1617 – Licensed Title Agent** –Wesley Chapel title agency is in immediate need of a Florida Licensed Title Agent to conduct residential real estate closings on behalf of the Company.

**Duties and Responsibilities:**

- Review and comply with all contract terms.
- Review and clear title for closings.
- Work closely with Buyer, Seller, Realtor, and Lender to facilitate seamless and efficient real estate closings.
- Establish and maintain friendly, professional rapport with all parties to the closing transaction.
- Resolve any issues discovered in the title search, payoffs of outstanding mortgages, judgments, etc. and complete all other processing of the file.
- Schedule appointments for closing transactions with Buyer, Seller, Realtor, and Lender.
- Prepare CDs or HUD Settlement Statements and all other closing documents for the transaction. Obtain approval from Lender for the CD or HUD Settlement Statement. Order update of title search from the underwriter.
- Forward file to appropriate lending institution with instructions for closing.

- Audit closing documents and prepare documents for filing with appropriate agencies.
- Assist other staff members to ensure closing transactions are completed on schedule.
- Effective organization skills along with the ability to meet strict deadlines.
- Properly fund and disburse transactions.
- Coordinate and conduct closings smoothly and efficiently
- Effectively market title insurance needs to realtors, lenders, builders, buyers and sellers.
- Knowledge and proficiency in Microsoft Office Suite, Closer's Choice and Simplifile REQUIRED.

**Minimum Education, Experience and Skill Requirements:**

- High school diploma or equivalent.
- Five+ years of experience in title insurance processing, closing, and disbursement with a title insurance company.
- Must be a Notary Public in the State of Florida or become a Notary Public within a reasonable period of time.
- State of Florida Title Insurance Agent license REQUIRED.
- Thorough knowledge and understanding of regulatory compliance necessary to successfully perform job responsibilities.
- Must be able to work under minimal supervision.
- Must be able to maintain a high level of confidentiality.
- A robust and sparkling personality is a plus!

Company offers a competitive salary and discretionary bonuses when goals are met, a monthly stipend of 50% of medical insurance premium costs, parking and a generous PTO and holiday schedule. Must be able to pass a background check. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1619-INSURANCE DEFENSE LEGAL ASSISTANT (DOWNTOWN ST. PETE).** Mid-sized established law firm is seeking an experienced Litigation Legal Assistant to support a busy, fast-paced insurance defense practice including premises liability, property defense and medical malpractice. The ideal candidate **must have 3+ years of experience** in insurance defense and understand the full cycle of litigation. Must be reliable, professional and work well individually as well as with a team. Strong litigation skills are required as is the ability to work with little supervision. Must be experienced in drafting pleadings, maintaining files, able to perform heavy scheduling of meetings, hearings, depositions and trials, calendar deadlines and tasks, handle incoming mail, scanning and distributing documents to the appropriate attorneys and save in document management system using firm's file naming protocols, and docket control. **This is a temp-to-hire position.** Excellent working knowledge of Microsoft Office Suite, Worldox, TABS and Practice Master. Firm provides an excellent benefits package upon permanent hire including health insurance, parking, generous PTO, and retirement plan. Salary DOE but generally \$18 to \$21 per hour. **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.***