



## **JANUARY 2021 - JOB OPPORUNITIES**

### **PARALEGAL OPPORTUNITIES**

**#1693 First Party Property Defense Paralegal ( Tampa )** - Mid-sized, well-established downtown insurance defense law firm is immediately seeking an experienced Litigation Paralegal with relevant First Party Property defense experience. Ideal candidates must be detailed oriented and possess:

- 3 to 5 years insurance defense experience
- Excellent writing and communication skills
- Organized, detail-oriented and a self-starter
- Familiarity with Florida Rules of Civil Procedure as well as Federal and Local Rules of the Middle District
- Ability to work well in a teamwork driven environment managing fluctuating priorities and deadlines
- Ability to capture billable time compliant with client guidelines
- Responsibilities will include, but are not limited to communication with clients, judicial assistants, attorneys, staff and experts
- Preparation of legal documents, correspondence, trial exhibits, presentation material for hearing and mediations
- Reviewing and analyzing medical, employment, billing and insurance claim records
- Providing litigation support to multiple attorneys
- 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
- Maintain annual billable requirements consistent with time compliant client guidelines
- Proficiency in Microsoft Office Suite (Word/Outlook/Excel), Orion, and have a fast and accurate typing speed.

#### **What We Offer:**

- Firm contributes \$3000 towards medical coverage annually (BCBS)
- Offer Vision, dental, AFLAC
- Paid parking in full
- 401k after one year with firm contributing 3% of salary
- Paid long term disability policy
- Paid holidays and PTO

**If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1620 Medical Malpractice Insurance Defense Paralegal (Sarasota or Tampa)** - "AV" rated mid-sized law firm is seeking a full-time Insurance Defense Medical Malpractice Paralegal with a minimum of 5 years of experience for either its Tampa or Sarasota, Florida office. Must have strong background in answering and handling discovery, preparing medical chronologies and summaries, contacting experts, investigating fact witness, and must have prepared for and/or attended multiple trials. Firm offers generous benefits including Employee paid Health Insurance, 401(k), profit sharing, vacation, and personal time, paid long term disability insurance, bonuses and a competitive salary of \$45k to \$65k, depending on experience. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1637 Commercial Litigation Paralegal (Tampa)** – AV rated national law firm with offices in Tampa, Florida is seeking Commercial Litigation Paralegals to assist attorneys with a variety of tasks from discovery through trial/arbitration, using the Firm's established best practices and adhering to all federal, state and local court rules, procedures and deadlines. Is an integral team member deeply involved in preparation for and support during case assessment and trial.

Responsibilities include: work together with client and Litigation Support Department to ensure discovery is completed in accordance with rules governing e-discovery, Requests for Production of Documents, Requests for Admissions, Responses to Subpoenas and Interrogatory Responses. Act as a liaison between Litigation Technology Department and attorneys. Draft discovery requests and responses such as: Subpoenas, Interrogatories, Document Requests, Notices of Taking Deposition, Notices of Compliance, Admissions, etc. Review production for key documents, privilege materials, and responsiveness. Extract code and summarize factual information from documents produced to create knowledge base. Create chronologies and/or timelines of key events, and medical treatment of claimants. Locate factual and conflicting testimony and create deposition and witness preparation kits. Coordinate witnesses/court reporters/videographers and negotiate best prices with vendors. Perform internet research to locate witnesses or relevant information. Research expert witnesses' prior cases and testimony; assist with preparation of expert witness disclosures and expert discovery requests and deposition preparation. Perform factual cite checking and prepare exhibits for legal briefs and motions and occasionally research areas of law regarding issues relevant to the case. Perform asset searches and conduct other open source research on parties and interested individuals including criminal records, court filings, car registrations, social media posts, etc. Research SEC, real property, and other publicly filed documents regarding parties involved in the litigation. Assist with the preparation of reports and status updates as required by our clients. Prepare materials for use at hearings, including case law and exhibits. Design and work with outside vendors to create demonstrative trial exhibits. Prepare for pre-trial conferences and trial. Run Hot Seat during arbitrations. Occasionally organize and supervise Shadow Jury projects. Formulate logistical plans for out of town trials. Assist with Appellate filings, prepare the Record on Appeal, and prepare exhibits for Bill of Costs. A BA/BS is required; paralegal certificate a plus with at least 5+ years of complex litigation experience in a law firm environment, with trial or arbitration experience. Working knowledge of Relativity and ECF procedures required. Firm offers a competitive salary of \$70-\$75k, 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).**

**#1659 Commercial Real Estate Paralegal (Tampa)** - Mid-sized downtown law firm is seeking an experienced Commercial Real Estate Paralegal to join their dynamic, fast-paced, and paperless environment. The ideal candidate will have five+ years of commercial real estate, closing, title and lending experience. Strong organizational skills, ability to work independently, follow instructions and to multi-task as well as exceptional verbal and written communication skills are a plus! Applicants must have experience preparing various legal documents and calendaring, additionally experience with Microsoft Outlook/Word/Excel is a must. Experience with TrialWorks and/or Worldox programs is preferred. Must be able to meet calendar and timely meet deadlines. Firm offers a collegial work environment and an excellent benefits package including a subsidy towards monthly parking and 401(k). Salary is \$23-\$25 per hour. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1668 Criminal Defense Paralegal (Tampa)** - Strong Litigation Paralegal needed immediately for highly respected AV rated South Tampa law firm! This position will support attorneys in the firm's Complex Litigation and Criminal Defense practice areas. Candidates with 5+ years of complex litigation and criminal defense experience in both State and Federal Courts who are also very experienced with pleading preparation, discovery, and heavy client contact, working with Court staff, opposing counsel and experts and heavy trial preparation experience; and who have strong knowledge of State and Federal Court filings, deadlines and Rules of Procedure are encouraged to apply for this position. The ideal candidate must be a team player who will work collaboratively with attorneys and co-workers and will need minimal training, excellent organizational and writing skills and a positive attitude. Superior computer and technical skills required for this position include advanced proficiency in Microsoft Office (Word/Outlook/Excel), Hummingbird, Orion and Lexis Nexis. Candidates with Bachelor's degrees are preferred. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1671 Residential and Commercial Real Estate Paralegal (Lakeland)** - Boutique law firm with offices in Brandon and Lakeland, Florida is in immediate need of a Real Estate Paralegal/Title Processor/Closer to join their team. The ideal candidate will have 3+ years of residential (mostly) and commercial real estate, closing, and title processing experience. Travel will be required between offices on a regular basis. Applicant must have current residential and commercial real estate closing and title processing experience and be capable of processing from the entering of the initial order to preparing the final closing package, HUD, and issuing Title policy and Post Closing. Communicating with realtors,

lenders, mortgage brokers and clients to ensure smooth and accurate transactions is essential. Reviewing and clearing liens, judgments and other requirements on title commitments and lender closing instructions for compliance status is also required. Other key abilities include ordering, reviewing and disclosing matters on surveys, pest inspections, insurance certificates, sales contracts; ordering Estoppel Letters and experience and excellent ability to close at the table. Intermediate to advanced proficiency in Microsoft Outlook/Word/Excel and DoubleTime are a MUST. Candidates with a positive "Can Do" attitude and exceptional attention to detail, excellent ability to calendar and meet deadlines in a timely manner and excellent organizational skills, ability to work independently to follow instructions and to multi-task; and with exceptional verbal and written communication skills are ideal and are encouraged to apply. Firm offers collegial and family work environment, excellent benefits package including health, dental, PTO, and paid holidays. Firm pays 100% of employee's health insurance and parking. Salary is \$17/hr., plus a bonus of \$60 per closing. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1691 Paralegal, Transportation Litigation Defense (Clearwater).** Excellent opportunity with a growing Law Firm seeking a Paralegal to support attorneys who focus on transportation/logistics law, claims litigation including personal injury and ADR, cargo claims and contract disputes. The ideal candidate will be a team player with an excellent work ethic and a positive attitude. Job requirements include but are not limited to assisting multiple attorneys with litigated, non-litigated, corporate and administrative proceeding matters throughout the State of Florida and elsewhere, assist with various daily tasks and filings, schedule in-person and telephone meetings, create tasks and calendar notifications, with reminders, for appointments and court deadlines, assist attorneys with setup of new corporations and LLCs in Florida and other states, register foreign corporations in Florida, file annual reports, obtain EIN numbers and preparation of other corporation documents for maintaining corporate books and any other necessary support in corporate structuring for clients. Litigation duties will include the ability to handle multiple types of litigation, including medical, civil collections, breach of contract, transportation issues, in multiple venues / jurisdictions, assist with drafting and finalizing multiple types of legal pleadings, discovery, administrative proceeding documents, mediation summaries. Knowledge and practical use of court rules for all state and federal courts and administrative agencies, such as OJCC, etc. Knowledge of preferences, requirements and rules of Judges in multiple counties. Knowledge and utilization of Florida's E-Portal filing system and ability to troubleshoot problems with same. Trial preparation, including setting up trial notebooks, preparation, filing and scheduling motions in limine, preparing and serving witness subpoenas, coordinating witnesses for appearance at trial, assisting with preparation of jury instructions, knowledge of Judge's preferences for trial including equipment, computer, cell phone usage and court reporters, attendance at trial with attorney. Professional demeanor and appearance with the ability to communicate effectively with clients and team members is essential. Must have experience with Microsoft Programs and law firm billing software; PC Law experience a plus. Very competitive compensation package, with benefits including health, vision, dental, generous PTO and 401(k). Positive and comfortable work environment. Salary DOE but generally \$50-\$60k. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1676 Real Estate and Corporate Litigation Paralegal (Clearwater)** - National Company is immediately seeking a Senior Paralegal to support its Chief Legal Officer ("CLO") and Senior Vice President. This is a fast-paced position which will include a diverse assortment of Paralegal and Executive Assistant related responsibilities including, assist CLO in contract review, real estate and corporate litigation, labor and employment issues, corporate entity formation and compliance, consumer issues, and legal issues surrounding franchise and other agreements. Manage outside counsel as necessary in all substantive legal areas. Review real estate contracts and coordinate critical deadlines and due diligence. Maintain annual corporate filings, formation of corporate entities and maintenance of corporate records. Must be able to prepare corporate records, including mergers, dissolutions and renewals, coordinate meetings, conferences, travel arrangements, and manage third-party vendors. Only candidates with a minimum of four (4) years experience as a Paralegal, prior Corporate and Real Estate experience, expert level experience with Microsoft products (Excel, Outlook, Word, PowerPoint), strong organizational skills, strong attention to detail, excellent ability to prioritize and multitask, and excellent written and verbal communication skills will be considered for this position. Firm offers excellent compensation package including bonuses, depending on experience. Benefits include medical, dental, vision, life, AD&D, disability and supplemental insurance coverage, generous PTO policy and paid holidays. Salary for this position is \$70-75k. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1683 Business Litigation Paralegal (Tampa)** - Downtown law firm immediately seeks a Litigation Legal Assistant/Paralegal with a **strong** business and creditor's rights litigation background to work with its Managing Partner. Must work well under pressure and be self-motivated, have attention to detail, strong work ethic and looking for a long-term, stable position. Candidate must also be advanced to expert in Microsoft Office Suite, have a typing speed of 80 WPM or above, transcribe fast oral dictation and work occasional Sundays when requested, calendaring, E-filing documents with State and Federal Courts. An Associates degree **or** 5 years of legal experience required. Competitive salary and comprehensive benefits package offered including parking, health, insurance, and 401(k) plan. Occasional overtime will be needed. Salary will be the standard market rate, depending on experience. **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**

**#1672 Legal Medical Records Coordinator (Hyde Park)** - Boutique South Tampa Plaintiff's Personal Injury firm is immediately seeking a Legal Medical Records Coordinator with at least 3 years of experience. The Legal Medical Records Coordinator is responsible for retrieving medical records by sending a formal request and tracking the request until records are received; classifying those records and uploading them into an electronic records repository; updating the special damages, liens, and parties information into the firm's case management system, Aderant Total Office. Medical Records Coordinator works on a litigation team with a paralegal and attorney and is also needed to Initiate and follow through on requests for records and bills when presented with a properly completed medical release or subpoena, make copies of records in response to in-coming requests for records, receive, scan, classify, index, file and upload records into records repository. Must be able to recognize how medical records relate to a patient's case and update the special damages, liens, and parties in Client Profiles, review and audit medical records for accuracy and completeness, and to prepare same as needed for trial, mediation or attorney review. The ideal candidate will be required to organize records to avoid duplication of information, to prepare invoices to recover cost of providing services, participate in project-related meetings, specifically when meetings relate to medical records; and to perform other duties to support paralegal as required. Candidates with basic understanding of medical records, ability to communicate with a range of providers, prioritize work effectively and must be able to multi-task in a fast-paced, oriented law office environment, great attention to detail, strong organizational skills, strong analytical and critical thinking skills will succeed in this position. The successful candidate must also be process driven and self motivated to follow up until task is completed, have excellent verbal and writing skills, and be able to take direction from paralegals, attorneys, and senior clerks. Proficient use of Client Profiles/Aderant Total Office, Microsoft Office 2007 or later, and Adobe Acrobat Pro preferred. Firm offers a generous benefits package including 80% paid health insurance, long term disability, life insurance, employee assistance program, vision and dental at employees' cost, paid parking, up to 10 days PTO and paid holidays, five paid days off between Christmas and New Year's, 401(k), and a 37.5 hour work week. Salary is \$16-\$18/hr., depending on experience. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1674 Legal Executive Assistant to CEO (Clearwater)** - Clearwater office of national company is immediately seeking an experienced Legal Executive Assistant with a Paralegal degree and background to provide high-level administrative support for the Chief Executive Officer with daily oversight from the Chief Legal Officer and Senior Vice President. This is a fast-paced position which will include a diverse assortment of Executive Assistant and some Paralegal related responsibilities. The ideal candidate must be able to handle administrative needs of Executive, arrange conference calls and meetings, plan work-related travel details, receive visitors, train and supervise lower-level clerical staff, and maintain and order supplies. Candidates with a minimum of four (4) years experience as an executive secretary, administrative assistant, or in other related fields, preferably in the legal field, a Paralegal Degree or Certification will be given first consideration. For success in this position, strong organizational skills, the ability to prioritize and multitask; strong attention to detail, expert level experience with Microsoft products (Excel, Outlook, Word, PowerPoint); and excellent written and verbal communication skills are required. Firm offers excellent compensation package including bonuses, depending on experience. Benefits include medical, dental, vision, life, AD&D, disability and supplemental insurance coverage, generous PTO policy and paid holidays. Salary for this position is starts at \$80k. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1678 Bilingual (Spanish) Plaintiff's Medical Malpractice Legal Assistant (Tampa)** – Plaintiff's Medical Malpractice Bilingual Legal Assistant needed immediately for downtown boutique law firm. Must be bilingual (Spanish/English) and have at least 3 to 5 years of current medical malpractice and litigation experience, must be highly organized, punctual; and able to work a 40 hour work week. The ability to accurately and efficiently multi-task, to communicate effectively verbally and in writing, a pleasant phone demeanor, and excellent client service; and the ability to function well in a team environment and to take on other responsibilities in the office, as needed is essential. Other responsibilities will include, but will not be limited to: manage a case load of Medical Malpractice cases, extensive client contact, drafting of court pleadings, preparing discovery, drafting correspondence, simple motions, notices, etc., calendaring, scheduling, assisting experts and providing solid support to the attorneys and paralegals along with the willingness to take on other office responsibilities, as needed. Intermediate to advanced skills in Microsoft Office (Word, Outlook, and Excel) are REQUIRED and experience with Time Matters PREFERRED. Salary is \$15-\$17/hr., depending on experience. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1684 Real Estate Closer (Clearwater)** - Boutique law firm is *immediately* seeking to hire a Real Estate Closer with 5 years of Florida law firm residential closing and title experience. The best candidate for this position must be capable of handling all facets of real estate closings from HUD to disbursement of funds, including clearing of liens, title, and related tasks. The ability to handle 5 to 8 closings a week is *required*. To perform best in this position a candidate must have keen attention to detail and the ability to work with minimal attorney supervision. Title Agency experience and valid current Title License is a definite PLUS. The real estate closer MUST be able to close at table. Residential closing experience is *required*; and Commercial real estate closing experience is a PLUS. Intermediate to advanced proficiency in Closer's Choice, Microsoft Office Suite applications, Clio, DMS, and law firm timekeeping and time entry is also *required*. The firm offers health insurance with a 50/50 split, Simple IRA with up to 3% match, vacation and sick time rollover policy, paid holidays, free parking, a congenial and family-like environment at a competitive salary DOE.

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**#1685 Litigation Legal Assistant (Clearwater)** – Regional law firm specializing in transportation law is immediately seeking a first-class Litigation Legal Assistant *with three to five years of Florida law firm* and a *minimal* typing speed of 55 WPM. The ideal candidate will also be a professional, dependable team player with great communication skills. **General attorney support** includes assisting multiple attorneys with litigated, non-litigated, corporate and administrative proceeding matters throughout the State of Florida and elsewhere; and various daily tasks and filings. The ability to also monitor attorney CLEs, keep attorney bios up to date on the Firm website, schedule and coordinate in-person and telephone meetings, create professional and modern documents with consistent formatting, manage emails; including filing of emails and forming of templates. The best candidate for this position will also help manage attorney workload through tracking of assigned matters and deadlines, and proactively communicate and offer support and ensure help is provided in whatever manner necessary to facilitate completion of attorney tasks. Take on special projects as requested by attorneys, including projects relating to both legal practice and firm development, assist with timekeeping and expense submissions; and fully manage attorney travel, including all logistics, reservations, information, and coordination. **Phone and receptionist coverage** for this position will manage telephone systems and voicemails for attorneys, facilitate conference calling from conference room telephone system and cover phones as needed in absence of main receptionist and send messages to appropriate person. **File organization, technology and social media management** requires intermediate to advanced proficiency in Microsoft Office Suite programs and Adobe Pro is **REQUIRED**. Intermediate to advanced proficiency in Worldox is a PLUS and needed to keep Worldox updated in all matters and in library. Help organize anything upon request and on own initiative when disorganization is observed. Assistance scanning and copying as needed will be a great help and taking initiative to also save emails and attachments into Worldox, with appropriate re-naming and metadata, for self and for assigned attorney(s), develop templates and forms and help improve visuals for firm, train other staff in technology skills; and help with marketing and social media, including drafting, editing, and designing of social media posts and firm newsletters. To assist with correspondence and hard copies the successful candidates will revise and prepare final correspondence on letterhead, scan for filing, e-service and retention, prepare hearing and other binders, with clean and consistent tabbing and labeling, ensure printers are online and maintained, with sufficient paper and ink; and make copies or notebooks as needed.

**Calendaring and Conferencing** ability to schedule dates/times as requested for appointments, conference calls and events, create tasks and calendar notifications, with reminders, for appointments and court deadlines, and ensure conference room is enabled for videoconferences, with working microphone and video. The firm pays 80% of employee's health insurance coverage and offers a congenial work environment, generous PTO policy, paid holidays, paid parking and a salary of \$35k-\$45k, depending on experience. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1694 Insurance Defense Legal Assistant (Orlando)** – Mid-sized, well-established regional insurance defense law firm is immediately seeking an energetic Legal Assistant with at least 3 to 5 years of experience in the full insurance defense litigation cycle. Main Duties & Responsibilities include provide legal support in a busy insurance defense firm, transcription of legal documents, i.e., Complaints, deposition/medical records summaries with precise terminology and speed, coordinate and confirm meetings, hearings, mediation 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 of Florida is a MUST as well as the ability to work well in a teamwork driven environment managing fluctuating priorities and deadlines, Must be proficient in Microsoft Office Suite (Word/Outlook/Excel), Orion, State and Federal e-Filing and have a fast and accurate typing speed. Firm benefits include annual contribution towards medical cover through Blue Cross Blue Shield, vision, dental, AFLAC, paid parking, 401(k) after one year with an annual contribution by firm of 3% of salary, long term disability, paid holidays, PTO, six month probationary period; however, benefits start on the first day of the month after completion of 30 days of employment. **If interested please contact us at (813) 532-2594 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

**#1690 - Creditor's Rights and Complex Litigation Legal Assistant (Tampa)** – Needed to assist an Associate and Of Counsel attorneys in their busy downtown Tampa boutique office. The ideal candidate must have at least three to five years of relevant experience, be proficient in Microsoft Office Suite (Word, Outlook, and Excel), State and Federal e-Filing, excellent calendaring and time management skills along with a quick and accurate typing speed. Competitive salary and comprehensive benefits package offered including paid parking, health and dental, 401(k) retirement plan, etc. Occasional over time. **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.**