



NOVEMBER 2018

PARALEGAL OPPORTUNITIES

#1109 PARALEGAL- COMMERCIAL REAL ESTATE TAMPA- Tampa office of a respected national law firm has excellent opportunity available in Real Estate Practice Group. The candidate selected will provide assistance to attorneys and clients in all aspects of commercial real estate transactions and finance transactions. Primary responsibilities include reviewing, analyzing, coordinating and preparing title and survey matters, real estate documents and instruments to acquisitions and dispositions, including Purchase Agreements, banking and loans, foreclosures and work-outs; preparing and analyzing UCC, bankruptcy, litigation and lien searches; e-filing and electronically recording documents with Simplifile; producing title commitments, policies, endorsements and calculation, collecting and remitting agent and underwriter premiums; filing and maintaining corporate documentation with Florida Department of State; coordinating document execution; coordinating and attending real estate closings; maintaining electronic client files; and managing all real estate post-closing documentation. Candidates with a bachelor's degree or paralegal designation preferred. A minimum of three (3) years' work experience as a Florida paralegal is required. (Equivalent work experience may be considered in lieu of a bachelor's degree.) Candidates should be proficient in MS Office, Delta View and ACRIS. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1284 PARELAGAL- INSURANCE DEFENSE LITIGATION- Mid-sized, well-established downtown insurance defense law firm is immediately seeking an experienced Litigation Paralegal with a minimum of 3 to 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 \$40-\$55k DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1343 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 three to five 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, Worldox, 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 \$45k plus DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1345 FAMILY LAW PARALEGAL (TAMPA) - Paralegal needed for boutique downtown Tampa law firm. **(MUST HAVE AT LEAST 5 YEARS OF FAMILY LAW EXPERIENCE.)** This position requires knowledge of the Florida Rules of Civil and Family Law Procedures, legal terminology, documentation and records management, familiarity with local Court systems, ability to analyze production and discovery documents, financial data, and preparation of appropriate pleadings related thereto including Financial Affidavits, child support guidelines, alimony alternatives, Marital Settlement Agreements, etc. Technical skills preferred: advanced proficiency in Microsoft Office (Outlook, Word and Excel), Aderant Total Office, TABS3 Timekeeping, Lexis Nexis and CM/ECF E-Filing. Excellent benefits provided, including health, disability and life insurance, IRA matching, as well as paid monthly parking. Salary DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1349 PARALEGAL BUSINESS LITIGATION - Downtown Tampa law firm immediately seeking a Paralegal with at least 5+ years of strong litigation experience to support an Associate, whose practice focuses primarily on commercial litigation, advising start-up companies and bankruptcy proceedings. Must work well under pressure, be self-motivated, have strong attention to detail as well as a strong work ethic, be proactive and looking for a long-term, stable position. The ideal candidate will have intermediate to advanced Microsoft Office Suite skills, have a good typing speed, experience in handling attorneys' time entry, calendaring, scheduling and E-filing in State and Federal Courts. Competitive salary and comprehensive benefits package offered including parking, health, insurance, and 401(k) plan. Occasional overtime is required. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1368 PARALEGAL INSURANCE DEFENSE- Small but well-established downtown Tampa law firm has an immediate need for an experienced Litigation Paralegal with a minimum of five 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) and have a fast and accurate typing speed. Firm offers a generous benefits package and a collegial work environment. Salary in the mid \$50's DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1373 LEGAL ASSISTANT / PARALEGAL- Seeking a Legal Assistant/Paralegal for in-house opportunity to work with privately held company in North Tampa/ Carroll wood area. Ideal candidate will exhibit knowledge of drafting legal documents related to ground leases, subleasing, acquisitions, and regulatory matters; review surveys, abstracts, title and other data for accuracy; prepare correspondence; maintain legal files and ensure document preservation of all original documents; provide support for in-house counsel as needed to perform the daily tasks associated with matters as they arise. Qualities important include attention to detail; strong written and oral communication skills; able to work efficiently and complete tasks within time-sensitive deadlines; track pending tasks to successfully accomplish them and provide status updates when requested; able to review, revise, and format documents; title & survey knowledge helpful. Software skills include MS Office (Outlook, Word, Excel, and Access) for documents and database and Westlaw for case law and statutory research. Team player, friendly office environment with generous compensation and benefits package.

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#1374 FLOATER- Florida regional law firm seeks a full-time Litigation Legal Assistant to serve as a Floater to provide support to attorneys and employees who are on vacation, medical leave, sick days, etc. When not floating within the firm, this position will have a desk of its own to work and will be responsible for working on legal documents and other projects as the firm delegates and requires. Candidate must have advanced Microsoft Office (Word/Outlook/Excel/PowerPoint) and Filesite experience, excellent typing speed and word processing skills as well as the ability to draft simple legal pleadings, schedule, and electronically file documents in State and Federal Courts. Candidate must have a professional demeanor and be well-versed in litigation matters. Five+ years of experience is required. Excellent firm with a great working environment. Salary in the \$50's and a fantastic benefits package

including medical, dental, 401(k), paid parking and health club membership, etc. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

LEGAL/ADMINISTRATIVE ASSISTANT OPPORTUNITIES

#1302 LEGAL ASSISTANT- INSURANCE DEFENSE - Boutique downtown law firm has an immediate need for a Litigation Legal Assistant with 3-5+ years of experience in insurance defense matters. The ideal candidate must be proficient in CM/ECF filing with knowledge of all filing requirements, state and local, experienced in scheduling hearings, depositions and trials as well as deadlines and tasks, be able to manage a heavy caseload, documents and docket control and the ability to work in a fast paced environment. Must be tech savvy and have an excellent working knowledge of Microsoft Office Suite. Salary \$45-\$50k with paid parking and a competitive benefits package. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1309 LITIGATION LEGAL ASSISTANT (TAMPA)- Tampa office of well-respected law firm seeks a Litigation Legal Assistant with at least 5 years of experience in **complex commercial and civil litigation as well and labor & employment**. This individual will have ability to handle calendaring, scheduling, draft documents with limited guidance, having strong attention to detail is PARAMOUNT, able to accurately follow procedures in a timely fashion, strong file-management skills, ability to transcribe from electronic dictation, attorney time entry into accounting system (CMS or other similar programs) and handle billing, and be highly organized. Must be proficient in Microsoft Word, Outlook and Excel (a must), able to function in a team-oriented environment, handle travel arrangements for busy attorney, handle busy phones and conducting oneself professionally with sophisticated and extremely high-end clientele. This position supports a high intensity group so the ideal candidate will be an aggressive, yet respectful go-getter who takes the initiative in following up on open items and providing status updates as is needed, has excellent prioritization/re-prioritization skills (someone who is flexible); and be a successful multi-tasker. Excellent salary and benefits package in a collegial and professional working environment. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1320 OFFICE SERVICES - Needed immediately for well respected law firm to handle standard mail processing tasks, including distribution of incoming mail/processing outgoing mail, copying/scanning projects, operate and troubleshoot issues on standard office equipment (postage machines, copiers, scanners, printers, fax machines, etc.), act as a liaison with the firm's technology services group to troubleshoot larger technology issues, order and maintain supplies, facilitate onsite file organization and offsite file archiving, stock and clean kitchen area, and prepare and maintain client conference rooms for meetings and events with an eye toward creating the perfect client experience. Seeking a go-getter who possesses a positive work ethic and loves what they do because they know they are on the front line in providing a high level of service to the attorneys, staff, and client's office. Must have great people skills, patience, and the ability to multi-task and prioritize. An individual who is proactive and confident in their commitment to clients by identifying what the teams and clients need and providing it. Hours are 8:30 a.m. – 5:00 p.m. with some flexibility needed for office events. Firm offers excellent benefits package, including paid holidays, vacation, and sick time, 401(k), health benefits and more. Must be able to perform heavy lifting, sometimes up to 50 pounds. Salary \$35-37K. **ONLY CANDIDATES WITH AT LEAST 3 TO 5 YEARS OF EXPERIENCE IN OFFICE SERVICES/OFFICE FACILITIES MANAGEMENT WILL BE CONSIDERED.** **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1347 SPEED TYPIST/ LEGAL ASSISTANT/PARALEGAL- Downtown law firm has an immediate need for an Executive Legal Assistant/Paralegal to support its Managing Partner in both business and personal matters. Experience with bankruptcy, creditor's rights, complex litigation and trial/hearing preparation as PLUS! Must be able to prove a typing speed of 80+ WPM and be able to transcribe FAST oral dictation under pressure, compose pleadings, basic motions and discovery documents. Must be detail oriented, have a great vocabulary, experienced proofreader, and work well under extreme pressure. Must be able to comprehend professional office etiquette, follow directions, be able to multi-task and manage time efficiently and have a professional appearance and attire. Office skills required for this position are expert level in Microsoft Word, Outlook, PowerPoint, including Word shortcut keys, and experience in calendaring with Outlook as well as CM/ECF E-filing. Overtime will be necessary and some Sundays are required. Firm offers better than average salary with proven experiences and references, a comprehensive benefits package, health, dental, parking and 401(k). **If you do not have these skills along with a solid work ethic, please DO NOT apply. PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1357 LEGAL ASSISTANT- LITIGATION -Hyde Park Plaintiff's Personal Injury firm seeks a Litigation Legal Assistant with 3 to 5 years of experience in Plaintiff's Personal Injury. The necessary skills for this position are: able to handle calendaring, scheduling, drafting of simple pleadings, strong attention to detail and organizational skills, accurately follow procedures in a timely fashion and have strong file-management skills. Must be proficient in Microsoft Office Suite and Aderant Total Office. This individual will work collaboratively with a team of Attorneys and Paralegals. Firm provides a salary in the mid to high \$30's, a great benefits package including paid parking and a collegial, professional office environment. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1361 LEGAL ASSISTANT COMMERCIAL REAL ESTATE- Tampa based office of regional law firm seeks a Legal Assistant with commercial and transactional real estate experience to support a Partner in the firm's busy Commercial Real Estate Department. The ideal candidate must be familiar with all aspects of commercial real estate transactions including title and survey review, preparation of closing and loan documents, lease modifications, etc. Exceptional attention to detail and excellent verbal and written communication skills required as this position is the "face" of the practice group. Collegial working environment with a competitive salary in the \$50's and fantastic benefits package. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

#1369 MAIL ROOM 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 \$10 to \$13 per hour. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

We are pleased to announce that **Infinity Talent Solutions, LLC** has recently acquired the company f/k/a Hood Legal Search, LLC and will be rolling out a new branding soon! **Infinity Talent Search, LLC** is always seeking experienced attorneys and 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 (Commercial, Business, Labor and Employment, Construction and Real Estate)

First Party Property Damage Defense

Insurance Defense

Labor & Employment

Personal Injury

Medical Malpractice

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.