



DECEMBER 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**

PARALEGAL- 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**

#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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LEGAL/ADMINISTRATIVE ASSISTANT OPPORTUNITIES

#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**

#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.

