



JANUARY 2019

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 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 OR A**

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 PARALEGAL / LA COMMERCIAL REAL ESTATE- TITLE- CELL PHONE- Firm is 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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1378 LITIGATION 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. The salary is in the mid \$50's DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

1380 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 the Tampa office. The ideal candidate will have a strong eye for detail, strong organizational skills, and an understanding of contract law and commercial real estate transactions. The firm, nominated as one of Tampa Bay's Best Places to Work, offers a collegial work environment, competitive salary and an excellent benefits package. 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) years 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. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

1382 LITIGATION PARALEGAL (LOS ANGELES, CA)- National law firm is in immediate need of a Litigation Paralegal with 7+ years of experience with first party, bad faith insurance, life and disability insurance claims for their Los Angeles, California office. The ideal candidate will be proficient with drafting pleadings (motions, notices, order), discovery (requests & responses, admissions, and interrogatories), subpoenas, correspondence, legal research, calendaring, scheduling (meetings, hearings, depositions, mediations), pre-trial procedures (prep, investigations, prep witnesses, trial exhibits, demonstrative evidence, and trial attendance), knowledge of state and federal court system & filing, administrative tasks such as client interaction and case management/updates. Ability to multi-task efficiently. Must be a quick learner and not be afraid to learn new things. Software: MS Office, Worldox, TABS, Practice Master, Concur. Salary is DOE. Firm offers comprehensive benefits package. This individual will be given autonomy, with the support of an established Plaintiff's firm with an excellent reputation. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

1383 LITIGATION PARALEGAL (OKLAHOMA CITY, OK) - National law firm is in immediate need of a Litigation Paralegal with 7+ years of experience with first party, bad faith insurance, life and disability insurance claims for their Oklahoma City, Oklahoma office. The ideal candidate will be proficient with drafting pleadings (motions, notices, order), discovery (requests & responses, admissions, and interrogatories), subpoenas, correspondence, legal research, calendaring, scheduling (meetings, hearings, depositions, mediations), pre-trial procedures (prep, investigations, prep witnesses, trial exhibits, demonstrative evidence, and trial attendance), knowledge of state and federal court system & filing, administrative tasks such as client interaction and case management/updates. Ability to multi-task efficiently and be a quick learner. Candidate must not be afraid to learn new things. Software: MS Office, Worldox, TABS, Practice Master, Concur. Salary is DOE. Firm offers comprehensive benefits package. This individual will be given autonomy, with the support of an established Plaintiff's firm with an excellent reputation. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

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**

1379 WORD PROCESSOR / TRANSCRIPTIONIST- MUST HAVE FL EX & FAMILY LAW. Boutique law firm in South Tampa is seeking a professional Word Processor/Transcriptionist to join their team in 2019! The ideal candidate must be proficient in heavy transcription/dictation and have the ability to work in a fast-paced environment. Advanced knowledge of Microsoft Office (Word/Outlook/Excel/PowerPoint), Aderant Total Office and E-Portal required. This individual will be familiar with general county guidelines, have attention to detail, speed and accuracy with typing and proofreading, able to draft simple pleadings, perform scheduling tasks and serve as a back-up Receptionist. Salary commensurate with experience and a generous benefits package including paid parking, 401(k) and health insurance, etc. **Only candidates with prior Florida law firm and the skillset above will be considered. PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

1384 RECEPTIONIST (LOS ANGELES, CA) - National Law Firm is in immediate need for a Receptionist for their Los Angeles, California office. Ideal candidate will be polished and professional, dependable and reliable. The Receptionist will serve as their "Director of First Impressions." Duties include sending faxes, scanning, answering phones and taking messages, greeting clients, opposing counsel and vendors, receiving and forwarding mail/deliveries and handling some light overflow work from the attorney and paralegals. Other tasks will re assigned on an as needed basis. Software experience with MS Office, Worldox, TABS, Practice Master and Concur is preferred. Firm offers competitive benefit package and salary DOE. This individual will be given autonomy, with the support of an established Plaintiff's firm with an excellent reputation. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM**

OTHER OPPORUNITIES

1372 COMMERCIAL REAL ESTATE DEPARTMENT MANAGER- Exclusive Tampa Bay area Bank is expanding their Real Estate Transactions Department to add an experienced Commercial Real Estate Department Manger to assist their construction loan team. This position will manage a team of three document specialists to ensure that all construction loan transactions are being handled effectively and efficiently. The ideal candidate will be proactive, have experience in all aspects of loan document preparation, Small Business Association (SBA) loan documents, construction loan closings and leadership for their team. A higher level of experience and prior management is mandatory. Understanding of preparing loan documents, and well-versed in administration/supervision of team to meet deadlines while maintaining organization of multiple high asset construction loans is a MUST. Prior experience in banking is a PLUS; however, law firm experience will be reviewed in lieu of banking experience. Must have prior experience with all aspects of closing a construction loan including maintaining the deadlines for receipt of documents needed such as title policies, closing statements, loan document preparation, ensuring that surveys are completed and accurate (signed survey), closing statements balance, following up with the law firm(s) representing Buyers/Sellers, outside counsel and Paralegals, etc. Knowledge of LaserPro and Fiveserve (banking system) is a PLUS. Salary is DOE with a range from \$75k to \$90k and a generous benefits package. Only candidates with this specific experience will be considered. **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.