



SEPTEMBER 2022 - JOB OPPORTUNITIES

WE APPRECIATE REFERRALS OF QUALIFIED CANDIDATES FOR OUR POSITIONS. IF A REFERRED CANDIDATE IS PLACED IN A FULL-TIME POSITION, WE GLADLY PAY A GENEROUS REFERRAL BONUS!

If interested in any of our positions, please contact us at (813) 857-6184 or apply on our website www.infinitytalentfl.com.

PARALEGAL POSITIONS

#1987-Elder Law Paralegal – Downtown Tampa law firm is immediately seeking an experienced Elder Law Paralegal to join its busy practice. This position supports a hardworking attorney with a growing caseload. Must be detail oriented with an eagerness to learn. Experience with Probate and Estate Planning is a PLUS!

The ideal candidate will possess the following qualities:

- Client Contact – Communicates with clients via mail, email and telephone to set up appointments, discusses draft documents and changes to documents, and answer general client inquiries.
- Communicates with the Department of Children and Families, CPA's, financial advisors, and insurance companies, when necessary.
- Problem Solving – Proactively anticipates and resolves issues quickly.
- Process Improvement – Makes recommendations to improve processes that will increase the service quality and efficiency and responsiveness to clients.
- Draft and revise draft documents, run final documents for execution. Drafts should be completed within 72 hours of receiving assignment.
- Real Estate/Land Records – Verify property ownership, obtain property descriptions from public records, record deeds on the land records, and verify insurance coverage, when appropriate.
- Client Execution Meetings – Meet with the client initially to review the final documents and field any questions they may have, know when to bring questions to the Attorney's attention, and have the client write their initials on the documents where indicated.
- Tickler System – Use and regularly update the firm's tickler system to track file activity and to document work completed and work to be completed.
- Other Duties – Perform other duties, as assigned, including scanning documents and conforming documents.

The Elder Law Paralegal's responsibility is to draft documents detailing assets and income sources and other documentation, proposed plans and confirmed plans. Legal documents for Estate Planning and to establish Medicaid Eligibility. The Elder Law Paralegal would be responsible for process Medicaid Applications. Supports attorneys with various tasks including monitoring calendar daily, meeting with clients and preparing for upcoming meetings. This position works collaboratively with the attorney in completing legal work in a timely manner.

Qualifications & Skills:

- Associates Degree or Certificate in Paralegal Studies from an ABA approved program.
- Two or more years of experience working in an Administrative Assistant, Paralegal position.
- Excellent client service and communications skills – both oral and written.
- Excellent proofreading skills and attention to detail.
- Solid organizational skills and ability to prioritize tasks.
- Demonstrated experience with the Florida Access website for Medicaid applications, Microsoft Office 365 including Word, Outlook and Excel

- Ability to anticipate client needs and to avoid surprises and unpreparedness.

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

Benefits include paid time off, although a waiting period may apply. Hours are Monday thru Friday, 8 hours per shift, times of which may be rotated along with other staff employee's and attorney's schedules.

#1984 Personal Injury Legal Assistant/Case Manager Paralegal - Experienced Plaintiff's Personal Injury Legal Assistant/Paralegal needed immediately for Hyde Park law firm. Position requires extensive communication with clients, insurance adjusters and medical providers. Only those with at least 3+ years of experience should apply. Generous benefits package, including paid parking.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and maintain all personal injury files, paper and digital.
- Maintain and manage the calendar to include all (including trial) deadlines in accordance with the local rules, Court Orders, reminders and events.
Strong organizational skills and excellent written communication skills are required.
- E-filing and managing the e-portal.
- Schedule depositions, mediations, trials.
- Communicate with the Judicial Assistants and opposing counsel.
- Prepare files for hearings and depositions.
- Transcription of motions, correspondence, etc.
- Open and close files.
- Request medical records and medical bills.
- Advanced proficiency of Microsoft Office (Word, Outlook, and Excel) is REQUIRED and proficiency in Prevail software is PREFERRED.

#1990 Risk & Compliance Analyst II – Tampa office of a national company is seeking a Risk & Compliance Analyst to support its Chief Compliance Officer and Director of Risk & Compliance. This position is a dual role that combines expertise and responsibilities of a senior level Paralegal (legal role) to also meet the company's current needs in the compliance function (compliance role). This role provides Paralegal and administrative duties, and performs a variety of paralegal, secretarial, technical and administrative functions. The position involves regular interaction with senior and executive management, clients, businesses, courts, local, state and federal government offices and law firms. Responsible for maintaining internal filing databases and assisting the Risk & Compliance Department with legal research, data collection, investigations, document review and preparation, and file maintenance. The compliance analyst role complements and supports the paralegal role and has added responsibilities for serving as a company contact for handling of third party provider questionnaires sent by the company's clients for timely completion and in preparing the responses to such third party provider questionnaires. Additionally, the compliance analyst role has responsibility for serving in all other capacities as management may require as regards completing, managing, tracking and responding to all client inquiries about the company in its capacity as a third party provider. This position works with all departments of the company under the supervision and direction of the Risk & Compliance Director.

Essential Duties and Responsibilities:

- Supports the Chief Compliance Officer and Director of Risk & Compliance with legal, clerical and administrative functions and support. Prepare, review, analyze and transmit correspondence, memoranda and legal documents;

- Research, review and maintain current knowledge of primary and other sources of local, state and federal laws, regulations and guidelines;
- Review, analyze, and ensure that the company is compliant with all local, state and federal laws and regulations;
- Assist executives, Risk & Compliance and all other departments with legal research, obtaining court information and performing court document searches, obtaining local, state, federal laws, regulations and guidelines, document preparation and production, and act as a liaison between the company and outside counsel, clients, businesses, local, state and federal government offices;
- Perform legal research, including rules, statutes, judicial decisions and legal articles; obtaining information from courts and local, state and federal government websites including courts, tax, property and other informational websites;
- Maintain up-to-date local and state business and professional licensing for all divisions of the company;
- Responsive to client requests for assistance with complaints (including consumer complaints) and court related disputes over services provided; implement, maintain and own all reporting related to management of such disputes, and have been able to identify escalation points in all such dispute management and follow proper escalation procedures (involving internal/external counsel, informing Executive and senior management, involving HR, etc.).
- Assist with and/or complete third party provider questionnaires sent by the company's clients for timely completion;
- Assist with and/or complete End-User Credentialing for Data Service Clients;
- Assist with the completion of Agreements with new clients and/or Agreement Renewals with existing clients;
- Maintain, organize and update the Risk & Compliance Department's record docketing system, including Contract Advantage, for all legal/compliance deadlines, litigation matters, licensing, and corporate leases;
- Perform clerical and administrative duties including preparation of correspondence, file organization and maintenance, data entry, copy, index and summarize documents; maintenance and completion of ProVest forms, schedule conference calls and meetings, document transmittal, and prioritize and manage day-to-day projects as required;
- Manage multiple projects/assignments simultaneously;
- Perform other related duties as required.

Minimum Qualifications (Education, Experience, Skills):

- Bachelor's Degree;
- Experience as a paralegal for 5 years preferred;
- Paralegal certification preferred;
- Exercise sound analytical skills and possesses business and technical expertise to execute assigned responsibilities;
- Proven project management, analytical, interpersonal, oral and written communication skills;
- Experience in leading multiple assignments/projects and meet team goals within constraints and deadlines;
- Project professional cooperative demeanor at all times;
- High integrity and trustworthiness;
- Effective time management, organizational skills and attention to detail;
- Exercises sound judgment and critical thinking; and
- Proficient in Microsoft Office, Advanced Excel skills a plus.

#1992 – Insurance Defense Paralegal: Tampa office of national law firm is seeking a full-time Insurance Defense Paralegal with at five years of experience with a First-Party Coverage background preferred. ***THIS IS A TEMP-TO-HIRE POSITION.***

Job Requirements:

- Draft routine or complex legal documents for review by attorneys.

- Review, organize and summarize reports, and other case materials.
- Draft pleadings, subpoenas, discovery requests, and responses, correspondence, interrogatories/answers, other legal documents.
- Conduct legal research and investigations as needed.
- Assist in deposition preparation, pre-trial investigations, trial preparation, including assistance with the preparation of witnesses for deposition and/or trial.
- Prepare exhibits and other demonstrative evidence for use at trial.
- Provide assistance at trial.
- Experience and knowledge of the Federal Court CM/ECF system and filings.
- Ability to properly capture time and bill according to guidelines.
- Provide support on claim demands/packets to third parties
- Fact Investigation & general claim pursuit
- Must be an experienced timekeeper committed to a minimum of 125 billable hours per month

This firm provides a great working environment with a comprehensive benefits package. Salary commensurate with experience and all candidates must have a stable work history and verifiable references.

#1968 Family Law Paralegal needed with a minimum of five (5) plus years of related experience for a busy well-established downtown Tampa law firm. Position requires knowledge of legal terminology, legal documents and records management, familiarity with the local Court systems as well as the Florida Rules of Civil Procedure. Must be able to work a file independently from initial intake through trial, including all areas of mandatory disclosure, Financial Affidavits, discovery and related financial data, preparation of family law pleadings and be familiar with and capable of calculating child support guidelines, alimony alternatives and equitable distribution charts. Computer skills necessary to complete duties include MS Office 365 (Word/Outlook/Excel), and Divorce Planning Software. Collegial environment with a nice group of professionals. Competitive salary and excellent benefits package including paid parking, health insurance, disability, generous PTO plan and paid holidays.

#1978 – Trusts & Estates Paralegal – Private investment firm in Ybor City is seeking an in-house Trusts & Estates Paralegal. Company is dedicated to the global asset management for a Forbes 400 family who owns and operates a large closely held company. We provide a wide array of services to four generations of family members, including investment execution, portfolio reporting, tax planning and coordination, wealth transfer strategies, and philanthropy administration.

We are growing rapidly and are seeking a talented, hands-on individual to work as part of a team interfacing with our worth clients and their affiliated investments. This non-exempt position will be responsible for a variety of administrative work necessary to meet the needs of our clients and Company.

Duties and Responsibilities:

- Maintain recordkeeping including uploading of information (legal documents, investment documents, bank documents, internal memos, capital statements) to document management system for all entities including foundations, limited liability companies, corporations, individuals, and trusts
- Update entity management system for entities and maintain entity information
- Prepare operating agreement/LLC agreements and counterpart signature pages from form documents
- Complete draft investment subscription agreements for client investments
- File entity formation documents with state governments and required annual reports
- Maintain filing system in the office for all affiliated entities
- Respond to client requests and inquiries, obtain client signatures on documents, and process new client onboarding
- Assist with material preparation for client and outside meetings

- Assist Company team members with ad hoc tasks as requested

Skills & Qualifications:

- Associate degree or higher in a related field
- Minimum 4 years of experience in office management or document management
- Paralegal experience is a plus in corporate or trusts/estates
- Notary public or ability to become notary public
- Proficiency with Microsoft Office, with strong emphasis on both Word and Adobe
- Familiarity with iPaladin is a plus but required – training to be provided
- Ability to become proficient in new software quickly
- Desire to work in a small collegial environment; ability to self-motivate and manage multiple tasks and projects
- Highly detailed and data-oriented with solid critical thinking, organizational and analytical skills
- Comfortable taking the initiative and suggesting new ideas, processes, improvements, etc.
- Communicates effectively with internal and external parties
- Ability to maintain strict confidentiality in performing duties

Benefits:

- 10 paid holidays, plus 15 days of PTO for the first three years, 22 days of PTO thereafter
- (PTO is accrued at 1/12 the amount on the first day of the month starting the 1st of the month after your start date)
- 401(k) plan with a 100% match up to 4% of your compensation. The employer contributions are immediately vested. You are eligible for the 401(k) the 1st of the month after you start
- Benefits (eligible 1st of the month after start date)
 - Firm contributed health (with HSA options that have a \$1200 employer HAS contribution), dental and vision insurance
 - Firm paid employee short- & long-term disability and life insurance
 - Optional employee paid hospital indemnity, critical illness, accident, voluntary life,
 - AD&D, legal services, and short-term disability plans
- Firm paid fringe benefits:
 - Twice per week lunches
 - Refreshments and coffee in office
 - Membership in the Centro Ybor Fitness
 - CenterParking in the Centro Ybor Garage
 - Company provided cell phone and plan

Applicants must be able to pass a background and credit check.

#1979 Corporate Paralegal – In House - Publicly traded company seeks to add a Corporate Paralegal to its legal team based in Sarasota, Florida. We are a diversified technology company with annual revenues of \$4.6 billion. We operate businesses that design and develop software (both license and software-as-a-service) and engineered products and solutions for a variety of niche end markets. We are a component of the S&P 500, Fortune 1000 and Russell 1000 Indexes and trades on the New York Stock Exchange.

An ideal candidate will have 3+ years of corporate experience in a legal department or as a project manager. The candidate will be responsible for providing paralegal support to the Legal Department and other departments within the organization as necessary. Responsibilities include preparation of corporate documents such as filings and registrations, updating/maintaining Minute Books, drafting letters, as well as preparing and editing corporate documents. Candidate will be responsible for coordinating signatures pages and mail distributions. Experience with document management required. Strong communication skills and attention to detail required.

Requirements:

- Florida Notary
- 3+ Years of Experience in a corporate or law firm environment
- In-house position
- Remote/Hybrid Considered

#1971- Commercial/General Litigation Paralegal South Tampa law firm is seeking a Commercial/General Litigation Paralegal to join its fast growing firm. The firm is dedicated to building a diverse community, one where employees feel a sense of belonging, and are valued for their contributions and the perspectives they bring. The philosophies that drive them are integrity, honor, and hard work.

Depending on experience and work allocation responsibilities may include the following:

- Administrative, including without limitation: processing incoming cases; setting up and maintaining files which are organized chronologically, numerically and/or by subject matter; setting up new matters in the billing software; E-Filing; inputting of billing entries; handling client communications;
- Calendar management, including without limitation: coordinating of hearings, depositions, trials, meetings; monitoring and complying with deadlines in accordance with Florida Rules of Civil Procedure;
- Discovery, including without limitation: drafting discovery responses; coordinating client production; gathering and organizing discovery; conducting Bates-stamping, redacting, duplicating and indexing of documents; working with outside vendors on electronic production under the guidance of an attorney; categorizing documents by subject matter; preparing a chronology of facts; creating production charts and index; and
- Litigation practice, including without limitation: working with attorneys in the preparation and filing of all court documents; creating, binding and distributing files and courtesy copies; organizing briefs, exhibits and appendices; drafting subpoenas/summons; preparing exhibits and organizing exhibits, files and all other supporting documents; coordinating trial set-up and logistics; assisting attorneys in the courtroom by taking notes, handling exhibits, and marking documents referred to by counsel; assisting in the preparation of witness testimony; maintaining status reports on all files; and monitoring deadlines.

Minimum requirements include:

- Ability to work independently to the extent practicable within professional guidelines and ethics.
- Demonstrate appropriate initiative, especially with attorney follow-up items.
- Excellent time-management, organizational and communication skills.
- Ability to monitor a large caseload at various stages of proceeding.
- Work efficiently and accurately.
- Ability to multi-task and work well under pressure.
- Dependability and reliability.
- Firm offers competitive pay, benefits, including medical, dental, vision, PTO, 401k and profit-sharing.

#1972 Paralegal, Subrogation Litigation- Dallas office of national law AV rated firm based in Tampa is immediately seeking a full-time Insurance Defense Paralegal with 4+ years of experience, Subrogation background preferred.

JOB REQUIREMENTS

- Draft routine or complex legal documents for review by attorneys
- Review, organize, and summarize reports and other case materials
- Draft pleadings, subpoenas, discovery requests and responses, correspondence, interrogatories/answers, other legal documents
- Conduct legal research and investigations as needed
- Assist in deposition preparation, pre-trial investigations, trial preparation, including assistance with preparation of witnesses for deposition and/or trial

- Prepare exhibits and other demonstrative evidence for use at trial
- Provide assistance at trial
- Experience and knowledge of the Federal Court CM/ECF system and filings.
- Experienced with use of Summation and/or Eclipse
- Ability to properly capture time and bill according to guidelines
- Provide Support on claim demands/packets to third parties
- Fact Investigation & general claim pursuit
- The candidate must be an experienced timekeeper committed to a minimum of 125 billable hours per month

Firm offers a great working environment with a comprehensive benefits package. Salary commensurate with experience. Candidates must have a stable work history and verifiable references.

COVID-19 VACCINATION REQUIRED.

#1951 –Paralegal – First Party Property Defense – Tampa office of national AV rated law firm is seeking an Insurance Defense Paralegal with at least seven (7) years of experience in First Party Property. Exceptional verbal and written communication skills a MUST! Must be proficient in Word and Outlook.

JOB REQUIREMENTS

- Draft routine or complex legal documents for review by attorneys.
- Review, organize and summarize reports, and other case materials.
- Draft pleadings, subpoenas, discovery requests, and responses, correspondence, interrogatories/answers, other legal documents.
- Conduct legal research and investigations as needed.
- Assist in deposition preparation, pre-trial investigations, trial preparation, including assistance with the preparation of witnesses for deposition and/or trial.
- Prepare exhibits and other demonstrative evidence for use at trial.
- Provide assistance at trial.
- Experience and knowledge of the Federal Court CM/ECF system and filings.
- Experienced with the use of Summation and/or Eclipse.
- Ability to properly capture time and bill according to guidelines.
- Provide support on claim demands/packets to third parties
- Fact Investigation & general claim pursuit
- Must be an experienced timekeeper committed to a minimum of 125 billable hours per month

A great working environment with a comprehensive benefits package. Salary commensurate with experience and all candidates must have a stable work history and verifiable references.

COVID-19 VACCINATION REQUIRED.

#1967 Paralegal, Liability Defense – National AV rated law firm is immediately seeking an Insurance Defense Paralegal with 5+ years of experience for its Miami office and liability defense background is PREFERRED.

JOB REQUIREMENTS

- Draft routine or complex legal documents for review by attorneys.
- Review, organize and summarize reports, and other case materials.
- Draft pleadings, subpoenas, discovery requests, and responses, correspondence, interrogatories/answers, other legal documents.
- Conduct legal research and investigations as needed.

- Must have medical records experience including the collection of, review and analysis of and preparation of medical chronologies.
- Assist in deposition preparation, pre-trial investigations, trial preparation, including assistance with the preparation of witnesses for deposition and/or trial.
- Prepare exhibits and other demonstrative evidence for use at trial.
- Provide assistance at trial.
- Experience and knowledge of the Federal Court CM/ECF system and filings.
- Experienced with the use of Summation and/or Eclipse.
- Ability to properly capture time and bill according to guidelines.
- Provide support on claim demands/packets to third parties
- Fact Investigation & general claim pursuit
- Must be an experienced timekeeper committed to a minimum of 125 billable hours per month

Firm provides a great working environment with a comprehensive benefits package. Salary commensurate with experience and all candidates must have a stable work history and verifiable references. **ALL CANDIDATES MUST ALSO BE COVID-19 VACCINATED UPON EMPLOYMENT.**

COVID-19 VACCINATION REQUIRED.

#1943 – CORPORATE & REAL ESTATE PARALEGAL – Well-respected downtown law firm has an excellent opportunity for a smart, dedicated, and highly organized and experienced Corporate Paralegal to support its corporate and real estate practice group. The ideal candidate will have 5 to 8 years of experience in corporate transactions and related corporate matters, including mergers and acquisitions, joint ventures, corporate governance and related business matters. Candidates must have a strong working knowledge of acquisition agreements and the other documentation used in M&A, joint venture and private equity transactions, drafting and reviewing corporate and real estate documents, assisting with the preparation and maintenance of corporate filings and registrations, management of busy calendars, transactions and deadlines monitoring, transaction document assembly, including organization of various document versions, opening and closing files, preparation of engagement letters and client correspondence, and timely document filing. Real estate closing and title experience are a smaller part of the practice; however, prior experience in these areas is a PLUS.

We are looking for more than just the candidate who can handle the job responsibilities. We are seeking a go-getter who possesses a positive work ethic and loves what they do because they know they are an integral part of the team. Strong computer skills including knowledge of Microsoft Office Suite (Word, Outlook, and Excel) are essential. Knowledge of ProCircus document management system and Coyote billing system is preferred, but not required. Candidate must have strong interpersonal and communication skills, a high degree of maturity and business sense, and the ability to effectively manage internal and external client relationships.

Firm offers a competitive salary and comprehensive benefits package, paid parking, health, dental, and life insurance, long term disability, pension and profit sharing plans and holiday and performance bonuses.

#1939 – Construction Litigation Paralegal – Mid-sized AV Rated Tampa law firm is immediately seeking an experienced Litigation Paralegal with 5+ years of experience in construction litigation. We are interested in a professional with a positive work ethic who loves what they do because they know they are on the front line in providing a high level of service to attorneys, staff, and clients. We think that means you need great people skills, patience, and the ability to multitask and prioritize. We need someone proactive and confident in their commitment to our attorneys and clients.

ESSENTIAL FUNCTIONS

- Experience working in a mid to large-sized firm and collaborating with various firm-wide departments to handle various responsibilities, including case opening, conflict checks, billing, training, records, etc.
- Working knowledge of the rules of procedure governing courts relating to this role, including experience filing pleadings with the court in compliance with court requirements.
- Conduct investigations, engage in legal research, develop draft pleadings, prepare motions for review by an assigned attorney, and assist in discovery.
- Research legal issues.
- Act as liaison with designated outside counsel and their paralegal staff.
- Advise attorney on the priority needs and status of assigned cases.
- Prepare draft affidavits of documents, maintain case correspondence and document files.
- Contact court administrators and regulatory bodies as needed.
- Write memoranda to summarize research results.
- Handle document productions to include retrieval, review, and upload to databases.
- Cite-check and edit legal documents.
- Maintain documents, transcript, and work product databases.
- Organize and prepare exhibit lists and privilege logs.
- Responsible for coordination of work with outside document/litigation vendors.
- Assist with trial preparation, including the readiness of courtrooms and attendance at trials.
- Strong oral and written communication skills to draft and proofread correspondence, pleadings, and other legal documents.
- Experience tracking and billing professional time to client files.
- Manage electronic and paper case files.
- The above description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job. You may be required to perform other duties as assigned, which may include work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Experience

- Must have an associate degree in paralegal or legal studies or paralegal certificate. Bachelor's degree in paralegal or legal studies preferred.
- Must have a minimum of five years of law firm experience, preferably as a construction litigation paralegal.
- Experience working with multiple attorneys required.
- Florida construction litigation experience required.
- Florida Registered Paralegal (FRP) preferred.
- Experience with Chapter 558 Pre-Suit Requirements for Defect Claims required.

Knowledge Requirements

- Ability to work efficiently and effectively under pressure and time constraints.
- Ability to effectively balance assignments and workflow from multiple attorneys.
- Ability to multitask and handle multiple responsibilities.
- Strong attention to detail, initiative and follow-through required.
- Effective oral and written communication skills, including the ability to clearly express thoughts to others and exchange information.
- Establish and maintain effective working relationships with employees, other departments, vendors, and clients.
- Knowledge of Florida Court procedures, processes, and filing requirements.

- Working knowledge of Microsoft Office, including extensive knowledge of Outlook, Word, Excel, and experience working with law firm case management and billing software required. Knowledge of FileSite, CMS, SmartTime, and Aderant a plus.
- Working knowledge of Relativity is required.

OTHER INFORMATION

- Usual work hours are Monday to Friday, 8:30 a.m. – 5:00 p.m. with a one-hour lunch. Overtime may be required from time to time.
- We offer a benefits package that includes paid holidays, vacation, and sick time, 401(k), health benefits, and more.
- A criminal background check is required and must be completed before employment.
- Technology training for firm-utilized software is provided during onboarding.

COVID-19 VACCINATION REQUIRED.

#1954 – Paralegal | Construction Defect – South Tampa law firm is seeking an experienced Construction Defect Paralegal with 3 to 5 years of construction defect or bodily injury 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

Firm offers a robust benefits package including health insurance, dental, vision and supplemental benefits as well as PTO, paid holidays and a 401k plan.

#1935 - Personal Injury Paralegal (Tampa)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize and maintain all personal injury files, paper and digital.
- Maintain and manage the calendar to include all (including trial) deadlines in accordance with the local rules, reminders and events.
- Review all personal injury case files to ensure all documents needed have been received/mailed including but not limited to Letters of Representation to Insurance Companies and Health Providers, requesting and receiving Medical Bills and Medical Records, double checking the Medical Bill Summary for accuracy and consistent updating, obtaining accident/incident reports when necessary, requesting PIP logs and any health insurance lien summaries.
- Coordinate all legal scheduling for the attorneys including but not limited to Hearing, Depositions, Mediation, Arbitration, client meetings and meetings with Opposing Counsel.
- Communicate with clients to give and receive case updates, schedule events such as depositions, IME's, mediations, etc...
- Communicate with insurance adjusters to discuss case updates, coverage, PIP applications, and demand.
- Proofread all documents received from attorneys and legal assistant.
- Work with legal assistant to ensure proper handling on personal injury cases.

- E-file and E-serve all pleadings through the electronic filing portal; Prepare all new cases for filing and service of process.
- Prepare cases for the demand process including but not limited to MMI reports, requesting and updating medical records and billing, updating PIP logs, Lien logs, and health insurance payments, and updating the Medical Bill Summary.
- Coordinate depositions by contacting clients, witnesses, physicians, and opposing counsel; prepare notices accordingly; schedule court reporter as necessary
- Other duties assigned when necessary.

QUALIFICATIONS

- Minimum 2 to 3 years of personal injury paralegal experience is required
- The individual must have the ability to read, interpret, understand, and write the English and Spanish language. The individual must be able to read, analyze and interpret business correspondences, policies and procedures, legal research and technical procedures.
- To perform this job successfully, an individual should have knowledge of internet software, spreadsheets software and word processing software such as Microsoft Word, Excel, Outlook and preferably Trialworks.

COMPETENCIES

- Design: Demonstrates attention to detail.
- Problem Solving: Identifies and Resolves problems in a timely manner; Gathers and analyses information skillfully.
- Reasoning: The individual should have the ability to interpret a variety of instructions furnished in writing, oral or schedule form, and independently resolve minor issues and disputes.
- Oral Communication: Listens and gets clarification; responds to discrepancies by communicating in a timely manner to the attorneys with issues and possible resolutions; communicate clearly and effectively so as to include all facts and information; responds well to questions and delegation.
- Written Communication: Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.
- Professionalism: Accepts responsibility for own actions; follows through on commitments.
- Quality: Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Attendance/Punctuality: Is consistently at work and on time.
- Dependability: Follows instructions, responds to management direction.
- Planning/Organizing: Prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Relationships with Others: Works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the company; exhibits a professional manner in dealing with others and works to maintain constructive work relationships.

To perform the job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#1933 – Paralegal | First Party Plaintiff Litigation - Boutique New Tampa law firm seeks a Paralegal with experience in First Party Property Plaintiff litigation to work in a growing, fast paced and team environment. Must have working knowledge/experience with: Word, Gmail, Westlaw, Adobe, and familiarity with Kofax (f/k/a Nuance) and Clio is preferred. The ideal candidate will also have property insurance, insurance defense, plaintiff, and/or bad faith property litigation experience.

The applying candidate should have the following highly desired skills:

- Strong computer proficiency.
- Verbal and written communication.
- Time management & planning.
- Ability to manage and organize documents.

- Solid attention to detail.
- Strong self-motivation.
- Ability to multitask and prioritize assignments for multiple attorneys.
- Solid character and judgment.
- High degree of professionalism.
- Ability to perform with the goal of aggressively moving our litigation cases forward.
- Strong decision-making skills.
- Ability to keep confidential case and client matters.
- Dependable and the ability to work well in an office environment.
- Job duties include, but are not limited to:
- Organize and summarize records, documents, correspondence, and files into a manageable format.
- Analyze and review case documents in order to assist in deposition, hearing, and trial preparation; to include legal research (prior use of Westlaw preferred).
- Conduct investigations and research into facts and material issues in the cases.
- Work closely with clients, witnesses, experts, third parties, and opposing counsel to obtain information pertinent to the case matter.
- Assist attorneys in drafting pleadings with corresponding exhibits, correspondence, subpoenas for records, disclosures and other various types of motions while under the supervision of an attorney.
- Work closely with other office personnel to coordinate attorney depositions, hearings, and activities related to depositions and hearing (i.e. court reporter, witnesses, opposing counsel).
- Respond to Discovery Requests, to include requests for production, requests for admissions, and interrogatories. Preparing discovery requests. Monitoring and obtaining discovery responses from opposing counsel.
- Process pleadings, motions and correspondence (e-service and physical) and use of the Florida e-filing portal.
- Prepare materials in support of hearings and depositions; to include legal research (prior use of Westlaw preferred).
- Completing other duties as needed.

COVID-19 VACCINATION REQUIRED.

#1895 – Paralegal | Litigation and Personal Injury Defense Downtown Tampa law firm is seeking a skilled Litigation Paralegal with at least five (5) years in general civil litigation and personal injury defense. This position performs Paralegal support duties and delivers high-quality service to clients, exhibiting commitment to integrity and excellence.

ESSENTIAL FUNCTIONS

- Working knowledge of the Florida Rules of Civil Procedure including experience e-filing pleadings with the Court in compliance with Court requirements.
- Successful candidate will be able to provide assistance during all phases of the litigation process.
- Draft and prepare pleadings for attorney’s review and e-filing.
- Attend telephone conferences and prepare synopsis memoranda.
- Maintain pleadings and discovery indexes.
- Organize exhibits, documents, briefs and appendices.
- Aid attorneys with Interrogatories and other discovery requests.
- Gather relevant information from a variety of sources .
- Redact information from documents, as needed.
- Assist in trial preparation by preparing binders, indexing discovery, and preparing trial exhibits.
- Prepare witness preparation binders.

SKILLS

- Proven working experience as a litigation paralegal.
- Applicable knowledge of motions, discovery, evidence, litigation documentation, etc.
- Highly organized with ability to juggle multiple deadlines in a fast-paced environment.

- Strong writing and communication skills along with attention to detail.
- Extensive computer and database expertise (MS Office, Word, Excel, Outlook) and TABS 3.

#1894 – Paralegal | Construction Defect Litigation Downtown Tampa law firm is seeking a skilled Litigation Paralegal with at least five (5) years in construction defect and complex litigation. This position performs Paralegal support duties and delivers high-quality service to clients, exhibiting commitment to integrity and excellence.

ESSENTIAL FUNCTIONS

- Working knowledge of the Florida Rules of Civil Procedure including experience e-Filing pleadings with the Court in compliance with Court requirements.
- Successful candidate will be able to provide assistance during all phases of the litigation process.
- Draft and prepare pleadings for attorney’s review and e-filing.
- Attend telephone conferences and prepare synopsis memoranda.
- Maintain pleadings and discovery indexes.
- Organize exhibits, documents, briefs and appendices.
- Aid attorneys with Interrogatories and other discovery requests.
- Gather relevant information from a variety of sources .
- Redact information from documents, as needed.
- Assist in trial preparation by preparing binders, indexing discovery, and preparing trial exhibits.
- Prepare witness preparation binders.

SKILLS

- Proven working experience as a litigation paralegal.
- Applicable knowledge of motions, discovery, evidence, litigation documentation, etc.
- Highly organized with ability to juggle multiple deadlines in a fast-paced environment.
- Strong writing and communication skills along with attention to detail.
- Extensive computer and database expertise (MS Office, Word, Excel, Outlook) and TABS 3.

#1868 – Paralegal | Litigation – First Party Property – Hyde Park law firm specializing in complex insurance litigation is immediately seeking an experienced Litigation Paralegal for its busy practice. The ideal candidate **must have 5+ years of Florida experience in first party property matters** and must be fully computer literate and more than proficient in Microsoft Office (Outlook, Word & STRONG Excel), PACER, State and Federal Court procedures including e-Filing, with good organizational skills, attention to detail and an ability to multi-task while working on a voluminous caseload with multiple attorneys.

Duties include, but are not limited to:

- Perform legal and factual research
- Perform records research
- Organize and analyze information
- Draft legal documents including briefs, pleadings, appeals, agreements, contracts and legal memoranda
- Assist in preparing legal arguments, applications, declarations and motions
- Prepare correspondence
- Check and edit legal forms and documents for accuracy
- Build and maintain databases and files
- Organize and track case files’
- Coordinate law office activities such as subpoena delivery
- Assist with trial preparation including witness lists, exhibits and trial binders

Salary high \$40's to high \$60's based on experience PLUS DISCRETIONARY QUARTERLY BONUSES if goals are met. Please do not apply if you do not meet the above necessary requirements.

#1859 – Paralegal | Probate, Trusts & Estates – Established Clearwater law firm seeks a full time Trusts and Estate Planning and Probate Paralegal. Responsibilities include, but are not limited to drafting and editing various estate planning and corporate documents, including Wills, revocable trusts, powers of attorney, and health care documents; assisting with various IRS filings and procedures; and preparation of client correspondence. In addition, providing probate, guardianship, and trust administration support by preparing and maintaining estate and trust administration files, drafting and/or proofing pleadings, notices, responses, correspondence, and other related documents, utilizing checklists, performing legal research, and other tasks as assigned. Time management and organization are critical skills for this position. Must have excellent writing and organizational skills and be able to work both independently and with other team members, as needed. Billing time is mandatory and punctuality is a must. Intermediate to advanced proficiency in Microsoft Office (Word, Outlook, Excel, and PowerPoint), Clio and DMS required. Firm offers a generous benefits package. Salary DOE.

LEGAL ASSISTANTS/OTHER SUPPORT STAFF OPPORTUNITIES

#1973 Litigation Legal Assistant | Insurance Defense - Regional law firm with offices in Tampa is immediately seeking an insurance defense Legal Assistant, preferably with third party property experience.

Main duties and responsibilities for this position:

- Calendaring depositions, mediations, etc.
 - Preparing legal documents
 - Maintain files, answer calls, process mail, schedule meetings
 - Other administrative duties
 - Draft motions, other court documents, trial preparation experience
 - Experience and Background needed:
 - 1-2 years of experience (must have insurance defense)
 - High school diploma or equivalent
 - Excellent communication and interpersonal skills as they will be communicating directly with clients
- Competitive compensation and benefits offered.

#1981 LEGAL SCHEDULER. Tampa office of national law firm is immediately seeking a full-time Scheduler with Florida law firm experience to join their team. Firm has a fast-paced work environment with a voluminous caseload so this individual must be ORGANIZED!

Scheduler responsibilities generally include:

- Review files and emails to understand current status of litigation
- Schedule hearings through Judicial Assistants and online (JAWS, JACS), including Judge websites review for unique requirements
- Coordinate depositions, mediations and trials with attorneys and opposing counsel
- Add appointments to attorney and paralegal calendars
- Work with attorneys and paralegals on questions, re-scheduling, etc.
- Review calendar for conflicts
- Excellent proficiency in Microsoft Office (Word, Outlook, and Excel), and iManage preferred.

Successful candidates for this position must have demonstrated strengths in the following areas:

- Understanding of the legal process and the players
- Verbal communication

- Written communication
- Strong level of organization and must be detail oriented
- Critical thinking
- Time management
- Ability to work independently and as a team member

Salary Range: \$20 - \$25 hour DOE

Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday (40 hours)

This is a Temp-to-Hire position and requires employee be in office.

#1986 - Law Office Manager - Hyde Park business and real estate litigation firm is actively searching for an experienced and competent Office Manager to assist with the organization and running of the daily administrative operations of the firm. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure with experience in a law office. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results. This person will be comfortable with multi-tasking and follow-through with minimal supervision.

Responsibilities

- Organize office and assist associates in ways that optimizes production
- Create, update and file records ensuring accuracy and efficiency
- Schedule and plan meetings and appointments
- Manage attorneys calendars and participate in weekly calendar review
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues in a timely manner
- Coordinate with associates to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Maintain company policy and procedures manual
- Assist in company marketing initiatives with social including Facebook, Instagram, etc., law firm blogs, newspapers, professional associations, etc.
- Assist in Human Resources matters including onboarding, annual reviews, and employee matters, interviewing, hiring and, firing, as needed.
- Any other tasks delegated by the Managing Partner or the Firm Administrator.

Skills

- Proven experience as a law firm Office Manager or Human Resources role
- Ability to take initiative on miscellaneous tasks
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Ability to create, update, and finalize occasional documents for clients
- Proficiency in MS Office (Word, Outlook, Excel and PowerPoint)

Benefits

- 100% Medical, dental and vision insurance paid for employee
- Paid Parking
- 16 Days PTO
- Paid holidays
- 401(k) after one year of service with a 4% matching contribution

- Profit Sharing Plan

SALARY \$40-\$80K DOE

#1993 Law Firm Mail Room Clerk – Regional law firm is in urgent need of a full-time Mailroom Clerk to assist in processing mail. Duties and responsibilities will include:

- Keep record of all mails received using the computer system in a particular order to be able to identify date of receipt, and whom sent it for easy identification. Scan into the system, and email to proper parties.
- Collect mails and packages from staff to send out
- Maintain supplies, including shipping and mailing envelopes, boxes, markers, forms stickers, and tape available to ensure that they don't go out of stock
- Keep the mailroom organized by properly arranging the bundles of mail and packages coming in to prevent littering and jam-packing in the office space
- Weigh employee items to be mailed to get the right weights and assign the proper amount of postage to them
- Prepare copy jobs for attorneys, binders and cover receptionist desk as needed.
- Prior law firm experience PREFERRED.

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

#1974 – Insurance Defense Legal Assistant: Tampa office of national law firm is seeking a full-time Legal Assistant with 3+ years of experience in insurance defense, preferably with a construction litigation background.

RESPONSIBILITIES

- Set hearings, depositions, mediations and meetings for attorney
- Calendar deadlines for discovery, trial, etc.
- Scan and save all documents and mail into AIM
- Prepare documents for filing with court (hearing notices, mediation notices, deposition notices, notices of filing, etc.)
- Process all invoices for subpoenas, document requests, deposition transcripts, etc.
- Save all email correspondence between attorney, paralegal and opposing counsel
- Transcribe dictation for attorneys
- Update/Keep track of case list, trial list and closing of files
- Open new files - run conflict checks, request parties to be added to AIM, set up new file
- Communicate with clients, opposing counsel and vendors
- Handle travel arrangements for attorneys
- Set up conference room(s) for client meetings
- Exceptional verbal and written communication skills are a must.
- Must be proficient in Word and Outlook.

Great working environment with a comprehensive benefits package. Salary commensurate with experience and all candidates must have a stable work history and verifiable references.

COVID-19 VACCINATION REQUIRED.

#1964 – Processing Clerk – National process serving company is immediately seeking a Processing Clerk to join its team! While adhering to department and company policies, the position requires extensive computer usage (typing, emails, data entry, database and web-based navigation), in addition to assuring the timely receipt and processing of legal documents in a team production environment. Candidate will provide general back office functions commonly found in a legal setting- typing, emails, data entry, database and web-based navigation.

Essential Duties and Responsibilities:

- Input and update status of cases in proprietary system and establish work priorities by pulling electronic reports for clients and counties and/or Process Servers assigned
- Assigning Jobs to Servers
- Auditing (i.e., closed jobs, servers)
- Follow up with process servers for status via phone and email in an effort to push for quick resolution and document accordingly
- Learn and apply client and county specific requirements to daily work production. Become familiar with rules of Civil Procedure
- Provide effective communication daily with clients, vendors and co-workers in a professional, courteous manner in person, telephonically or via email.
- Reroute and track documents
- Open mail/cases and route out as required. Review new cases data entry for accuracy
- Meet or exceed Key Performance Standards regarding: timeliness of case status, case notes, and obtaining status to move cases to next phase of service
- Expedite resolution of errors made by Process Servers on submitted affidavits
- Develop understanding of court dockets
- Performs other duties as required (i.e. printing and scanning documents, proofing documents, etc.)
- Serve as back up in a team member's absence and assist other teams when required.
- Meet all training requirements and apply what has been trained in your daily work product and interactions with team members and customers
- Responsible for maintaining a high level of professionalism with clients and working to establish a positive rapport with every caller

Minimum Qualifications (Education, Experience, Skills):

- High school diploma or equivalent
- Minimum 2 years of office experience
- Proficient typing skills (30 wpm)
- Professional communication skills, written and verbal
- Experience with office machine operations
- Microsoft Office Suite experience (Outlook, Excel, Word)
- Ability to understand departmental operations and procedures
- Familiarity with legal documents preferred
- Ability to multi-task and maintain organization in a very fast paced often changing environment

Attendance Requirements:

Due to the nature of the Company's needs, regular and reliable attendance is required. Individuals must be able to work at least a 40 hour work week, Monday through Friday, and be available as situations arise requiring extended hours.

Physical Demands & Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is occasionally required to walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

#1917 Experienced Law Firm Receptionist - Boutique law firm located in Clearwater, Florida is immediately seeking a full-time receptionist with high volume call experience. ***Candidates with excellent customer service skills, previous law firm and intake experience in personal injury, real estate and probate practice areas are encouraged to apply.*** A cheerful and proactive personality is ideal for this position dealing with clients in person, via virtual and video conferencing platforms; and on the phone.

Requirements:

- High school diploma or equivalent
- Experience ordering office supplies, coordinating events, and coordinating office maintenance
- Client intake experience in personal injury, probate and real estate practice areas
- Appointment, meeting and attorney calendaring/scheduling and timekeeping experience
- Confidential and discreet with client and firm information
- Marketing skills a PLUS!
- Excellent communication and customer service skills
- Intermediate to advanced proficiency in Microsoft Office Suite Programs, Adobe Acrobat, copiers, printers, scanners, and other general office equipment

What We Offer:

- Health Insurance with a 50/50 split
- Simple IRA with up to 3% match
- Vacation and Sick Time Rollover Policy
- Paid Holidays
- Free Parking
- Congenial, family-like environment
- Competitive salary of \$14-\$18/hr., depending on experience.

Only candidates who meet the requirements above should apply for this position.

#1932 – Legal Assistant/Paralegal | Commercial Real Estate - St. Petersburg office of solo practitioner is immediately seeking a Legal Assistant | Paralegal with at least five (5) years of relevant experience in a law firm setting to join its busy practice. This position assists an attorney in organizing and handling commercial real estate transactions, including leases, purchase and sale agreements, closings and post-closing procedures. Must have proficiency with Microsoft Word, Excel, Outlook, and PowerPoint and excellent grammar, spelling, punctuation, and communication skills (both written and verbal).

Responsibilities:

- Preparing and following up on client engagement letters. Opening new files in practice management software and generates client conflict checks.
- Organization and review of due diligence materials, requesting tenant estoppel certificates, reviewing purchase and sale agreements and commercial leases for critical dates and maintaining calendar of critical dates.

- Drafting real-estate-related documents, such as amendments to purchase and sale agreements and commercial leases. Assist attorney with preparation of legal documents. Create, edit, and proofread work product to ensure accuracy.
- Receiving requests for title commitments for transactions and requesting title reports or certificates of title from title companies; receiving and reviewing title commitments and drafting title objection letters and analysis of surveys.
- Communicating by telephone, in person and in writing with buyers, sellers, realtors, lenders, appraisers, surveyors, insurance companies, title insurance companies, taxing authorities, attorneys, and various other individuals and entities in connection with obtaining all necessary information for commercial real estate transactions.
- Scheduling closings and reviewing of closing documentation received from others; preparation of closing documents, including closing statements, affidavits, tax information statements, payoff letter requests, representation letters, closing binders and disbursement sheets; participation in closings; requesting title updates; receiving title updates, and generally assisting attorney with all aspects of transactions, including gathering of preliminary information, ascertaining that closing is conducted in compliance with lender's instructions, and compilation of closing documents upon completion.
- Occasional research of land records.
- Supervision Received and/or Given:
- Work closely with attorney on workflow and document production and organization.
- Work with attorney on legal timekeeping and invoicing.
- Monthly reporting to title insurance companies on policies issued and opening of new files.

Additional Desirable Qualifications:

- College Degree preferred.
- Certified Paralegal Certificate – Florida Bar
- Florida Notary Public
- Prior commercial real estate experience preferred

#1907 Title Processor | Closer - South Tampa boutique law firm is in immediate need of a Commercial Real Estate Title Processor/Closer to join their dynamic, fast-paced environment. The ideal candidate will have 3+ years of commercial real estate, closing, and title processing experience.

Essential Duties and Skills

- Processing file from the entering of the initial order to preparing the final closing package, HUD, and issuing Title policy and Post Closing follow-up.
- Review and comply with all contract terms including calendaring and timely meeting of deadlines.
- Reviewing and clearing liens, judgments and other requirements on title commitments and lender closing instructions for compliance status.
- 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.
- Intermediate to advanced knowledge and proficiency in Microsoft Office Suite (Word, Excel, and Outlook), . Experience with SoftPro, Qualia, Closer's Choice, Simplifile, Doubletime I PREFERRED.
- A "Can Do" attitude and exceptional attention to detail REQUIRED.
- Strong organizational skills, ability to work independently, follow instructions and to multi-task is required.
- Exceptional verbal and written communication skills are a plus!
- Ordering, reviewing and disclosing matters on surveys, pest inspections, insurance certificates, sales contracts etc.
- Ordering Estoppel Letters.
- Close at the table.
- Small Business Administration experience is a PLUS!

Minimum Education, Experience and Skill Requirements:

- High school diploma or equivalent.
- Three to Five (3 to 5) + years of experience in title insurance processing, closing, and disbursement with a title insurance company.
- 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!

What We Offer:

- Collegial work environment.
- Excellent benefits package including 100% health, dental, PTO, paid holidays, , retirement plan, etc.
- Salary DOE.

#1912 Litigation Legal Assistant – Downtown Tampa office of AV Rated national law firm serving clients locally, nationally, and internationally is seeking a highly experienced Litigation Legal Assistant. The ideal candidate will have 5+ years of litigation experience, preferably in complex commercial, construction, bankruptcy and insurance defense and will have a working knowledge of the full litigation cycle including intermediate knowledge of practice preferences and the Florida Rules of Civil and Federal Procedure. Responsibilities include heavy scheduling of conferences, hearings, mediations, arbitrations, and trials, drafting simple pleadings such as motions, discovery, notices and correspondence, case management, assist in document production, including redaction, bates numbering, strong hearing, mediation and trial preparation, and timely meeting of deadlines and docket control. Other qualities required include a strong eye for detail, strong organizational skills, and able to work with different personalities and different workstyles. Software proficiency will include advanced MS Office (Word, Outlook, and Excel), FileSite, iManage, Elite and Summation and CM/ECF E-filing. Firm offers a generous benefits package including paid parking and a generous compensation package including a top salary in the high \$50's to low \$60's DOE.

#1872 Talent Acquisition Specialist - A small but highly motivated Tampa office is immediately seeking an enthusiastic Talent Acquisition Specialist, with the goal of efficiently and effectively filling open positions for new and current law firm and in-house corporate clientele. The ideal candidate should develop local and national recruiting plans using traditional sourcing strategies and new and creative ideas. They may also test applicants, extend job offers and oversee non-recruiting employees to provide vision for projects.

Duties and Responsibilities include, but are not limited to:

- Develop and execute recruiting plans
- Develop and track goals for the recruiting and hiring process
- Coordinate and implement college recruiting initiatives
- Collaborate with hiring managers to write job ads for current openings
- Advertise job openings on careers pages, job boards and social networks (e.g. LinkedIn, Facebook, Instagram, Indeed, Zip Recruiter, Paralegal Associations, etc.), as needed.
- Design and implement employee and candidate referral programs
- Source candidates through online channels (e.g. professional networks, social media, job boards, website, etc.) at least 10 but no less than five candidate interviews per week with the initiative of garnering a 50% hire rate.
- Screen resumes and applications and update candidates on hiring processes
- Interview candidates during various hiring stages, including phone, Zoom, Skype, first-round and second-round interviews
- Report to hiring managers and HR managers on the status of open positions
- Evaluate candidates based on their interview and assignment performance
- Determine qualification criteria for each position
- Analyze turnover and retention rates to forecast hiring needs
- Update job descriptions (e.g. add tasks or modify requirements)
- Answer candidates' queries regarding the application process, provide interview feedback, when necessary and appropriate networking through industry contacts, association memberships, trade groups, social media, employees and attend luncheons, outside events, career/job fairs, open houses and web-based recruiting to boost company's brand and reputation
- Perform business development to grow existing work and seek out new opportunities for the company
- Collect professional references for candidates
- When the Executive Assistant is not available, administer testing to candidates in the screening process and perform background checks
- Assist in hiring, training and supervision of additional recruiters and administrative staff
- Weekly reporting directly to the CEO for all support staff division activities
- Help new hires onboard
- Other duties may be assigned, as necessary.

The above description is intended to describe the general nature and level of work being performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Requirements:

- Proven work experience as an Internal Recruiter, Recruiter or similar role
- Solid understanding of full-cycle recruiting
- Experience using various interview formats (e.g. phone, structured, group, Zoom, Facetime, Skype)
- Ability to organize skills assessment centers (e.g. job simulation activities, work samples, etc.)
- Familiarity with Applicant Tracking Systems and resume databases
- Good knowledge of labor legislation
- Excellent verbal and written communication skills
- A successful track record for outstanding customer service/satisfaction and the ability to interact with candidates and clients at all levels of the client organization
- Effective team builder and team player, especially in a matrixed environment.
- Exceptional communication skills: written, oral, and listening. Effective communication in a one on one setting, as well as in a group
- Understanding of law firm environments in the Tampa Bay area and elsewhere, as needed

- Strategic thinker, with the ability to create and execute strategies that lead to new business, as well as assisting management in strategic planning
- Good diplomacy skills with customers, partner companies, and employees

Education:

- Bachelor's degree preferred with 5 years of recruiting experience

What We Offer:

- Base salary of \$40 - \$45k
- Quarterly commissions based on placements
- PTO
- Sick Days
- Federal holidays
- Remote work with equipment provided, if necessary
- Other gratuitous benefits paid by employer

#1896 Transactional Real Estate and Land Use Legal Assistant - Boutique downtown Tampa law firm specializing in sophisticated real estate matters with an emphasis on business and property transactions, land use and zoning disputes is seeking a Real Estate and Land Use Legal Assistant. The firm hires talented, committed professionals with a strong work ethic and a passion for the profession. Team members are provided the tools and the work environment they need to succeed by fostering positive connections with each other, with clients, and with the community at large.

The Legal Assistant will perform a wide variety of tasks which includes providing a high level of customer service and support, while consistently producing an excellent work product. The ideal candidate must be very organized, detail oriented, proficient in basic computer skills; great written and verbal communication skills. Legal Assistant must have general knowledge of Commercial Real Estate and/or Land Use practice area, preferably from working at a law firm.

Essential Duties:

- Manage the day-to-day schedules of the attorneys. The ability to be proactive and to think ahead is greatly needed to perform well in this position.
- Assist attorneys with preparation of legal documents. Create, edit, and proofread work product to ensure accuracy.
- Maintain calendars including appointments and meetings.
- Processing reimbursements, expense reports and check requests.
- Effectively manage projects by meeting deadlines and conducting follow-up as needed.
- Inputs, reviews, edits, and closes timekeepers' time entries through time entry program using firm standards.
- Performs client, matter and timekeeper inquiries, and narrative edits.
- Opens new matters and generates client conflict checks. Sets up and maintains timekeeper's work files, including daily and regular filing. Indexes and prepares files for off-site storage.
- Assumes responsibility for maintaining the highest level of confidentiality of all Firm and client information, records, and files, both within and outside of the Firm.

Qualifications:

- Minimum of three (3) years of Legal Assistant experience. Prior commercial real estate and/or land use experience is PREFERRED.
- Working knowledge of Microsoft Word, Excel, Outlook and PowerPoint.
- Experience with a document management and time entry systems.
- Excellent grammar, spelling, punctuation, and communication skills (both written and verbal).
- Attention to detail and good organizational and analytical skills.
- Flexible attitude and the ability to deal well with changing assignments, deadlines and priorities.

- Ability to multi-task.
- Professional appearance and demeanor.
- Client-oriented focus.
- BA/BS preferred, but not required.

#1916 Litigation Legal Assistant Floater AV rated regional law firm with offices in Tampa seeks a Litigation Legal Assistant Floater. This position covers for secretaries in various departments during absences and vacations and performs a variety of legal administrative support duties and delivers high-quality service to clients, exhibiting commitment to integrity and excellence. Candidates for the role must have a thorough knowledge of law firm and specific administrative processes and procedures for multiple practices, information technology systems, research tools, and a broad-based understanding of the clients, matters, and associated practices. The scope of responsibilities includes prioritizing, managing, following through on multiple projects, and communicating effectively, courteously, and professionally with clients, attorneys, staff, and peers.

We are seeking a professional with a positive work ethic who loves what they do because they know they are on the front line in providing a high level of service to our attorneys, staff, and clients. We think that means you have great people skills, patience, and the ability to multi-task and prioritize. You are also proactive and confident in your commitment to our attorneys and clients by identifying what they need and providing it.

ESSENTIAL FUNCTIONS

- Proven ability and experience handling all aspects of administrative support needed to assist attorneys in a variety of practice types with emphasis on litigation cases from inception to resolution with a sustained record of high-quality work.
- Working knowledge of the rules of procedure governing litigation in state and federal courts as it relates to this role.
- Using various court filing systems, must have experience filing pleadings in state and federal courts in accordance with the related court requirements.
- Experience working in a mid to large size firm and collaborating with various firm-wide departments in the handling of various responsibilities, including case opening, conflicts checks, billing, training, records, etc.
- Effective oral and written communication skills needed to draft and proofread correspondence, pleadings, and other legal documents.
- Experience tracking firm, attorney, and client expenses and using application software to process reimbursements and payments.
- Knowledge and ability to participate in the client billing process, including assisting attorneys in entering narratives, tracking billable tasks, making edits, calendaring billing due dates, and delivery of bills to clients in electronic and paper forms.
- Schedule state court hearings in accordance with court requirements.
- Understand court requirements to calculate deadlines and ensure they are met by the attorney and team.
- Schedule client appointments in coordination with the attorney.
- Possess some knowledge of special events planning and coordination to assist in organizing attorney business development events.
- Manage electronic and paper case files.
- Handle incoming and outgoing mail and other correspondence. Answer, screen, direct and place telephone calls and emails.
- Consistently deliver outstanding client service and quality.
- Transcribe dictated and/or written materials.

The above description is intended to describe the general nature and level of work being performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Experience

- Must have an Associates/two-year degree or comparable experience.
- Must have a minimum of five (5) years of law firm administrative experience, preferably as a legal assistant.
- Experience working with multiple attorneys required.
- Florida litigation experience required.

Knowledge Requirements

- Ability to work efficiently and effectively under pressure and time constraints.
- Ability to effectively balance assignments and workflow from multiple attorneys.
- Ability to multitask and handle multiple responsibilities and high volume is crucial.
- Strong attention to detail, initiative, and follow-through required.
- Effective oral and written communication skills, including the ability to clearly express thoughts to others and exchange information.
- Establish and maintain effective working relationships with employees, other departments, vendors, and the public.
- Working knowledge of Microsoft Office, including extensive knowledge of Outlook, Word, Excel and experience working with law firm case management and billing software required. Knowledge of FileSite, CMS, Smart Time, Aderant, and Relativity a plus.
- Work in collaboration within a group and individually to ensure that clients are satisfied, includes the desire to understand client concerns and build trust.

OTHER INFORMATION

- Usual work hours are Monday to Friday, 8:30 a.m. – 5:00 p.m. with an hour for lunch. Overtime work may be required from time to time.
- Great benefits package, including paid holidays, vacation, and sick time, 401(k), health benefits, and more.
- A criminal background check is required and must be successfully completed prior to employment.
- Technology training for firm utilized software is provided during onboarding.

COVID-19 VACCINATION REQUIRED.

#1869 – Legal Assistant | Litigation – Hyde Park law firm specializing in complex insurance litigation is immediately seeking an experienced Litigation Legal Assistant for its busy practice. The ideal candidate **must have 5+ years of experience in first party property matters** and must be fully computer literate and more than proficient in Microsoft Office (Outlook, Word & STRONG Excel), PACER, State and Federal Court procedures including e-Filing, scheduling and calendaring, with good organizational skills, attention to detail and an ability to multi-task while working on a voluminous caseload with multiple attorneys. **Salary high \$40's to mid \$50's based on experience. Please do not apply if you do not meet the above necessary requirements.**

#1838 – Legal Assistant | Real Estate: AV rated regional law firm with offices in Tampa seeks a Real Estate Legal Assistant Floater. This position covers for secretaries in various departments during absences and vacations and performs a variety of legal administrative support duties and delivers high-quality service to clients, exhibiting commitment to

integrity and excellence. Candidates for the role must have a thorough knowledge of law firm and specific administrative processes and procedures for multiple practices, information technology systems, research tools, and a broad-based understanding of the clients, matters, and associated practices. The scope of responsibilities includes prioritizing, managing, following through on multiple projects, and communicating effectively, courteously, and professionally with clients, attorneys, staff, and peers.

ESSENTIAL FUNCTIONS

- Proven ability and experience handling all aspects of administrative support needed to assist attorneys in a variety of practice types with emphasis on litigation cases from inception to resolution with a sustained record of high-quality work.
- Working knowledge of the rules of procedure governing litigation in state and federal courts as it relates to this role.
- Working knowledge of the processes frequently associated with corporate, transactional, and real estate practices.
- Using various court filing systems, must have experience filing pleadings in state and federal courts in accordance with the related court requirements.
- Experience working in a mid to large size firm and collaborating with various firm-wide departments in the handling of various responsibilities, including case opening, conflicts checks, billing, training, records, etc.
- Effective oral and written communication skills needed to draft and proofread correspondence, pleadings, and other legal documents.
- Experience tracking firm, attorney, and client expenses and using application software to process reimbursements and payments.
- Knowledge and ability to participate in the client billing process, including assisting attorneys in entering narratives, tracking billable tasks, making edits, calendaring billing due dates, and delivery of bills to clients in electronic and paper forms.
- Schedule state court hearings in accordance with court requirements.
- Understand court requirements to calculate deadlines and ensure they are met by the attorney and team.
- Schedule client appointments in coordination with the attorney.
- Possess some knowledge of special events planning and coordination to assist in organizing attorney business development events.
- Managing electronic and paper case files.
- Handling incoming and outgoing mail and other correspondence. Answering, screening, directing and placing telephone calls and emails.
- Consistently deliver outstanding client service and quality.
- Transcribe dictated or written materials.

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Experience

- Must have two-year degree or comparable experience.
- Must have a minimum of five years of law firm administrative experience, preferably as a legal assistant.
- Experience working with multiple attorneys required.
- Florida litigation experience required.

Knowledge Requirements

- Ability to work efficiently and effectively under pressure and time constraints.
- Ability to effectively balance assignments and workflow from multiple attorneys.
- Ability to multitask and handle multiple responsibilities and high volume is crucial.
- Strong attention to detail, initiative, and follow-through required.
- Effective oral and written communication skills, including the ability to clearly express thoughts to others and exchange information.
- Establish and maintain effective working relationships with employees, other departments, vendors, and the public.

- Working knowledge of Microsoft Office, including extensive knowledge of Outlook, Word, Excel and experience working with law firm case management and billing software required. Knowledge of FileSite, CMS, Smart Time, Aderant, and Relativity a plus.
- Work in collaboration within a group and individually to ensure that clients are satisfied, includes the desire to understand client concerns and build trust. **COVID-19 VACCINATION REQUIRED.**

#1813 – Legal Secretary | Insurance Defense: Charlotte Office of national law firm based in Tampa is seeking a full-time Legal Secretary with 7+ years of experience in insurance defense with First Party Property background preferred.

Job Requirements:

- Set hearings, depositions, mediations, and meetings for attorney
- Calendar deadlines for discovery, trial, etc.
- Scan and save all documents and mail into AIM [the Firm’s electronic case management system]
- Prepare documents for filing with state and federal courts (motions, answers, responses, removals from state to federal court, etc.)
- Prepare documents such as hearing notices, mediation notices, deposition notices, notices of filing, etc.)
- Process all invoices for subpoenas, document requests, deposition transcripts, etc.
- Save all email correspondence between attorney, paralegal and opposing counsel
- Transcribe dictation for attorneys
- Update/Keep track of case list, trial list and closing of files
- Open new files – run conflict checks, request parties to be added to AIM, and set up new files
- Communicate with clients, opposing counsel and vendors
- Handle travel arrangements for attorneys
- Set up conference room(s) for client meetings and depositions.

Firm provides a great working environment with a comprehensive benefits package. Salary commensurate with experience and all candidates must have a stable work history and verifiable references. **COVID-19 VACCINATION REQUIRED.**

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.