



## **JANUARY 2024 - 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](http://www.infinitytalentfl.com).**

### **PARALEGAL POSITIONS**

**#2164 Liability & Casualty Defense Paralegal** – Tampa office of national civil defense litigation firm is seeking a full-time Paralegal with Litigation and Casualty experience including products liability, trucking and transportation, commercial premises liability and construction related injuries.

- Are you an organized, detail-oriented Paralegal who wants to play an important role on our legal team?
- Can you manage fast-paced discovery, prepare for trial and independently maintain a caseload?
- If you're interested in advancing your Paralegal career and being appreciated for your skills, efforts and dedication, we want to hear from you!

#### **Job duties may include:**

- Obtain, review and analyze documents, including medical records and financial records, tax and employment records, or any other relevant information
- Provide a medical record chronology
- Prepare for trial by preparing trial notebooks, exhibits, and witness files
- Compile evidence and supporting information by searching records, discovery documents, transcripts, libraries, and databases
- Manage files and documents
- Coordinate with support services and clients, opposing law firms, and courts
- Manage court docket calendar
- Generate status reports, logs, and indexes
- Correspond with clients and opposing law firms
- Legal research
- Research and analysis of case issues, including medical research of facts, medical articles, and expert articles.
- Communication of issues with experts and investigation and analysis of expert qualifications and experience, including prior transcripts, testimony and articles.
- Perform additional duties as required

#### **Knowledge, Skills and Abilities:**

- Excellent interpersonal and organizational skills
- High attention to detail and ability to multi-task
- Ability to prioritize and coordinate work
- Ability to maintain confidential information
- Ability to complete assignments within agreed deadlines by prioritizing workload
- Ability and willingness to learn new skills as they become necessary
- Practice and foster an atmosphere of teamwork and cooperation

#### **Job Requirements:**

- Minimum of 3 to 5 years of Litigation/Casualty experience.

- Bachelor's degree or an Associate's degree. Paralegal Certificate from an ABA-approved program is preferred.

**Firm offers a sound future, competitive salary, and an excellent benefits package including:**

- A comprehensive Health insurance package including: Medical, Dental, Prescription & Vision benefits
- A generous Paid Time Off policy and Paid Holidays
- 401K
- Paid parking
- Hybrid (remote/in-office) schedule

**#2156 - Personal Injury Paralegal**

**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 satisfactorily. 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.

**#2068 – Healthcare/Med Mal Defense Litigation Paralegal** – Small but mighty defense firm is seeking a Litigation Paralegal, preferably with healthcare or medical malpractice defense litigation experience. This position will support attorneys who represent hospitals, healthcare facilities and physicians in defending medical malpractice claims and other types of litigation. Duties to be performed will consist of investigations, pre-suit defense and defense of lawsuits through trial. The ideal candidate will have at least five (5) years of solid litigation experience, have superior organizational and be proactive. Candidate will be responsible for case management and all aspects of litigation from pre-suit through trial preparation including, but not limited to, communication with clients, expert witnesses, responding to discovery, background research, review of records, creation of summaries, and medical chronologies. Must have excellent Microsoft Office skills, strong writing and research skills including the use of online services, databases and the internet, e-Filing in State and Federal Courts, and excellent project and case management skills for managing and prioritizing multiple projects and deadlines. Fantastic firm with a collegial environment and a great team vibe. Competitive salary and benefits package.

**#2136 – 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.

**#1773 Insurance Defense Paralegal (Gainesville)** – Insurance Defense Paralegal needed immediately for mid-sized satellite office of well-established Tampa insurance defense law firm with the relevant practice experience as follows:

**Ideal candidates must be detailed oriented and possess:**

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

**What We Offer:**

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

**#2066 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

## LEGAL ASSISTANTS/OTHER SUPPORT STAFF OPPORUNITIES

**TAMPA LONG-TERM LEGAL TEMPORARIES** – Needed **ASAP**. Multiple positions for Clerks, Legal Assistants and Paralegals, including Court Scheduler, Medical Records, Construction Litigation, Bankruptcy, and Complex Commercial Construction. Salaries will vary depending on position.

**#2162 First Party Property Legal Assistant/Scheduler** - New Tampa first party property law firm seeks a Legal Assistant/Scheduler with related experience to work in a fast-paced and growing environment. This is an in office position. Must have working knowledge/experience with: Word, Gmail, Westlaw, Adobe, and familiarity with Kofax (f/k/a Nuance) and Clio preferred but training will be provided.

**The applying candidate should have the following highly desired skills:**

- Strong computer proficiency.
- Verbal and written communication.
- Time management & planning.
- Ability to manage documents.
- Ability to work in a fast past environment.
- 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 keep confidential case and client matters.
- Dependable.

Must have the ability to work in an office environment with the potential and capability to work remote while staying on task with minimal distractions. The ideal candidate will have litigation experience.

**Job duties include, but are not limited to:**

- Maintain Attorney's calendars.
- Make basic decisions within established procedures under supervision.
- Scheduling hearings, depositions, mediations, inspections, client meetings and conference calls.
- Ascertaining judicial and mediator requirements to appropriately coordinate with judges, opposing counsel, clients, mediators, vendors, and other entities in case.
- E-Filing via E-Portal, Pacer and CM/ECF, E-Service to opposing counsel.
- Ensuring deadlines are met.
- Calendaring deadlines, hearings, depositions, and mediations.
- Handle incoming mail, mail processing and saving to appropriate matter to facilitate necessary action.
- Drafting basic correspondence, memos and other legal documents.
- Word processing of pleading shells and form motions/discovery.
- Preparing and formatting documents for attorneys.
- Perform clerical tasks, including but not limited to organization of data, uploading of documents, and other tasks and projects as may be assigned.
- Other administrative tasks as requested by paralegals and attorneys.

**#2160 Commercial Real Estate Litigation Legal Assistant** – Tampa office of AV Rated regional law firm is immediately seeking an experienced Commercial Real Estate/Litigation Legal Assistant to work in the Tampa office. This position requires a high level of performance of legal administrative support duties for multiple Partners and the delivery of high-quality client service, and a commitment to integrity and excellence. Responsibilities include the prioritization,

management and follow-through on multiple tasks, as well as effective, courteous, and professional communications with clients, attorneys, staff, and peers. Candidates should have experience working in a mid to large-size law firm, and the ability to work in a fast-paced environment as well as collaborate with various firm-wide departments in handling multiple responsibilities, including opening new matters and cases, conflicts checks, billing, and records management.

#### **JOB DESCRIPTION**

- Experience in commercial real estate transactions, including, but not limited to, Purchase and Sale Agreements and Leasing.
- Knowledge of the rules and procedures utilized by various Federal and State court filing systems; an understanding of court requirements related to the calculation of deadlines and calendaring of same, to ensure attorneys and the team adhere to filing deadlines; and the ability to schedule and calendar court hearings pursuant to various court and judicial requirements.
- Process monthly client billing (paper and electronic billing). Review pre-bills for accuracy and completeness. Input necessary edits to timekeeper narratives. Possess the ability and willingness to learn additional client-driven billing systems.
- Possess a working knowledge of Microsoft Office, including extensive knowledge of Outlook, Word, and Excel. Experience working with law firm case management and billing software required. Knowledge of FileSite, CMS, SmartTime, and Aderant is a plus.
- Consistently deliver outstanding client service and quality.
- Experience providing administrative support to multiple attorneys, with a sustained record of high-quality work from inception to resolution, including, but not limited to, the ability to manage multiple tasks in a timely manner.
- Effective oral and written communication skills; excellent drafting and proofreading skills.
- Responsibilities will include: opening new matters and generating client conflict checks; arranging for payment of vendor invoices; application of checks to appropriate client/matter numbers; prompt preparation of timekeepers' expense reports; scheduling and maintenance of timekeepers' calendars; organization of materials received in various formats; process incoming and outgoing mail and other correspondence; answer, screen, direct, and place telephone calls and emails; arrange video conferencing and schedule internal and external conference calls with clients; promptly respond to client requests and internal communications in a professional manner, and work with the team to resolve issues as appropriate; maintain timekeepers' files (paper and electronic), and prepare indexes of files for off-site storage, as necessary.
- Must possess the ability and willingness to maximize productivity and promote teamwork, assume responsibility for maintaining the highest level of confidentiality of all Firm and client information, records and files, and adhere to the Firm's standards regarding attendance, punctuality, dress code and professionalism.

The above description is intended to describe the general nature and work employees perform 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, equalize peak work periods, or otherwise balance the workload.

#### **WORK MANAGEMENT**

- Ability to work well independently.
- Demonstrate dedication to producing quality work products.
- Pay attention to detail when completing work assignments.
- Organize and prioritize workload appropriately.
- Utilize resources appropriately to complete work in the most efficient manner.
- Cooperate and demonstrate flexibility when facing change.

#### **COMMUNICATION**

- Interact effectively and courteously, in person, by telephone, and in writing, with attorneys, supervisors, co-workers, and other business professionals.

- Proactively communicate the status of work.
- Understand the need to ask questions and seek guidance.
- Express thoughts accurately and concisely, both verbally and in writing.
- Build effective relationships with coworkers and participate and contribute fully as a team member.

#### **TECHNOLOGY**

- Utilize the Firm’s technology to carry out job responsibilities.
- Seek new ways to utilize technology to improve efficiency.

#### **QUALIFICATIONS**

- Five 5+ years of law firm experience preferred.
- Commercial Real Estate (Transactional) required/Business Litigation experience desired.
- Excellent grammar, spelling, punctuation, and communication skills.
- Attention to detail and good organizational and analytical skills.
- Flexible attitude and the ability to deal well with changing assignments and priorities.
- Ability to work in a fast-paced environment.
- Flexible for overtime, as needed.

#### **HOURS**

- Core hours are Monday through Friday, 9:00 a.m. to 5:30 p.m., with flexibility for overtime as needed.
- Physical attendance at the place of work.

**#2151 Law Firm Receptionist** – Sarasota office of regional law firm is immediately seeking a Legal Receptionist to be part of their team. The firm prides itself on providing excellent client service and as the first point of contact for most of their clients; they are looking for a team member who truly values the importance of friendly and professional client interaction.

The firm is 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 our attorneys, staff, and clients. This means great people skills, patience, and the ability to multitask and prioritize. Must be proactive and confident in your commitment to their attorneys and clients.

**#2141 – Healthcare Defense Legal Assistant** – Small but mighty defense firm is seeking a Litigation Legal Assistant, preferably with healthcare or medical malpractice defense litigation experience. This position will support a Partner who primarily works remotely and represents hospitals, healthcare facilities and physicians in defending medical malpractice claims and other types of litigation. Duties to be performed will consist of investigations, pre-suit defense and defense of lawsuits through trial. *The ideal candidate will have at least five (5) years of solid Florida litigation experience*, have superior organizational and scheduling skills, and be proactive. Must have excellent Microsoft Office skills, strong writing and research skills including the use of online services, databases and the internet, e-Filing in State and Federal Courts, and excellent project and case management skills for managing and prioritizing multiple projects and deadlines. Fantastic firm with a collegial environment and a great team vibe. Competitive salary and benefits package. Paralegal degree or Certificate preferred.

**#2122 Business Litigation Legal Assistant** - A leading regional Florida law firm is seeking a Business Litigation Legal Assistant to its team. This Legal Assistant will be responsible for the following:

#### **Essential Functions**

- Experience working in a mid to large-size firm and collaboration with various firm-wide departments in handling multiple responsibilities, including case opening, conflicts checks, billing, training, records, etc.

- Proficient knowledge of the Rules of Procedure using various Court filing systems, must have experience filing pleadings in both Federal and State by the related Court requirements.
- 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 delivering bills to clients in electronic and paper forms.
- Schedule State Court hearings by Court requirements.
- Understand Court requirements to calculate deadlines and ensure the attorney and team meet them.
- Schedule client appointments in coordination with the attorney.
- 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.

The above description is intended to describe the general nature and work employees perform 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, equalize peak work periods, or otherwise balance the workload.

#### **Education and Experience**

- Must have minimum five years of law firm experience, preferably as a litigation Legal Assistant.
- Experience working with multiple attorneys required.
- Physical Demands
- The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully: typing/using a keyboard and writing by hand.
- The employee is regularly required to talk or hear. Specific vision abilities required by this job include close and distance vision, color vision, and the ability to adjust focus.
- Attendance in the office is required.

**#1758 Insurance Defense Legal Assistant (Tampa)** – Mid-sized, well-established regional insurance defense law firm is immediately seeking an energetic Legal Assistant with at least 3 to 5 years of experience in the full insurance defense litigation cycle, including first party property, homeowners, auto claims, and slip and fall accidents.

#### **Main Duties & Responsibilities**

- Provide legal support in a busy insurance defense firm
- Transcription of legal documents, i.e., Complaints, deposition/medical records summaries with precise terminology and speed
- Coordinate and confirm meetings, hearings, mediation and deposition schedules
- Field incoming inquiries regarding Court related details;
- Coordinate travel arrangements
- Communicate legal details to clients in a clear and precise manner
- Maintain an updated and accurate calendar, perform clerical duties in a timely manner to include faxes, copies, incoming/outgoing mail, research, retrieve and update information in client case files, computer directories and discs
- Respond to clients in a professional manner at all times to best represent the firm and expand business
- Provide clerical assistance and instruction to co-workers as needed



- Opening new matters, maintain professional office environment and promote a positive image for the firm.
- Familiarity with Florida Rules of Civil Procedure as well as Federal and Local Rules of the Middle District of Florida is a MUST as well as the ability to work well in a teamwork driven environment managing fluctuating priorities and deadlines.
- Must be proficient in Microsoft Office Suite (Word/Outlook/Excel), Orion, State and Federal e-Filing and have a fast and accurate typing speed.

**What We Offer:**

- Annual contribution towards medical cover through Blue Cross Blue Shield
- Vision, dental, AFLAC
- Paid Parking
- 401(k) after one year with an annual contribution by firm of 3% of salary
- Long term disability
- Paid holidays
- PTO
- Benefits start on the first day of the month after completion of 30 days of employment.

**#2090 Insurance Defense Litigation Legal Assistant** – Downtown Tampa law firm is immediately seeking an Insurance Defense Legal Assistant. The ideal candidate will have an enthusiastic work ethic and provide support to clients, attorneys and staff. Exceptional verbal and written communication skills are a must.

**Essential Duties and Responsibilities:**

- Transcribes dictation and legal documents through BigHand with intermittent time constraints, occasionally prepares correspondence on own initiative for approval of attorney. At the discretion of the Office Manager/Floor Supervisor, may be requested to assist with dictation outside of assigned attorney group.
- Maintains files; is responsible to assist with filing (sorting) or request file clerk assistance from Office Manager/Floor Supervisor.
- Responsible for scheduling depositions and various other meetings and appointments.
- Opens, reads, sorts mail for attorneys and ensures outgoing mail is timely prepared for pick-up/delivery.
- Enters attorney time entry according to established policies and procedures.
- Answers telephone, giving non-legal information when possible, refers calls to attorney and takes messages.
- Maintain attorney diary system.
- Requires knowledge of firm Policy Manual.
- May be required to make travel arrangements and hotel reservations for attorney.
- In an emergency, may need to deliver or collect documents for attorney at courthouse, other law office, etc.
- Scanning of invoices/correspondence/legal documents.
- Perform additional duties as requested.
- Required to maintain an acceptable and appropriate attendance record.

**Minimum Qualifications:**

- Must have High School diploma or equivalent.
- Ability to multi-task, organize and prioritize numerous tasks and complete them under time constraints.
- Proofread typed material for grammatical, typographical and spelling errors.
- Ability to transcribe dictation, meet standards of accuracy and neatness with reasonable speed.
- Must be able to greet individuals pleasantly and represent the firm in an efficient, mature and professional manner.
- Observes and maintains confidentiality of attorney-client relationship.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Firm offers a great working environment, competitive benefits package and salary commensurate with experience.

**#2053 Litigation Legal Assistant | Insurance Defense** - Regional law firm headquartered in Tampa is immediately seeking an insurance defense Legal Assistant for its busy Orlando office, preferably with first and 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:
- 2-5 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.

**ATTORNEY/ASSOCIATE OPPORUNITIES**

**#2161 Insurance Defense Attorney –** Regional law firm with an office in Gainesville has an immediate opening for an insurance defense Associate. Firm offers a competitive salary, comprehensive benefits package, and a collaborative work environment with opportunities to quickly gain trial experience. Candidates should have experience in defense litigation, or litigation experience including depositions, motion practice, hearings, and trial experience being a plus. Florida Bar Admission is required.

**#2157 Business and/or Real Estate Litigation Associate** - Small but mighty South Tampa law firm is seeking a motivated business litigation or real estate Associate to join its team. Construction and/or probate experience is a plus. The prospective candidate should possess strong academics, excellent writing skills and be comfortable with public speaking and/or in the courtroom. Must be strong on attention to detail and thrive in a multi-faceted environment. We are looking for someone who wants to work as part of a strong, growing team, and who is looking for a long-term place to build a rewarding career.

\*Salary is commensurate with experience and qualifications.

\*ONLY APPLY if Florida Bar license is in good standing.

**#2135 Insurance Defense Attorney –** Orlando office of a regional law firm has an immediate opening for insurance defense associates. We offer a competitive salary, comprehensive benefits package, and a collaborative work environment and opportunities to quickly gain trial experience. Candidates should have experience in defense litigation, or litigation experience including depositions, motion practice, hearings, and trial experience being a plus. Florida Bar Admission is required. In addition to the immediate attorney positions available, the firm is also willing to consider a law clerk/ paralegal opportunity for recent graduate candidates that took the July Florida bar exam and that are waiting for bar results.

**#2032 Real Estate Associate**– Full-service law firm that has provided high-quality legal services to businesses and individuals for over a century. With approximately 300 attorneys located in eight offices across Florida, we offer legal services in more than 30 practice areas to our clients locally, nationally and internationally. Our attorneys work in an

environment where people are recognized for their value as individuals, giving them the autonomy and freedom to best serve their clients. Because of our stake in the past, we are poised to become the law firm of the future.

### **Real Estate Practice Group**

Our statewide practice handles projects such as mixed-use developments, office buildings, shopping centers, industrial parks, hotels and resorts, golf courses, hospitals and manufacturing plants. We also bring knowledge and experience in finance, corporate law, litigation, tax and other areas. We offer experienced, practical, hands-on counsel on all of your real estate needs – whether it involves acquisition, financing, development, loan restructuring or litigation.

### **Position Description**

We are seeking an Associate to join our Real Estate Practice Group. Candidates should have 3+ years of commercial real estate transactional experience. Top academic credentials and experience working for a mid to large law firm preferred. Candidate must be a member of the Florida Bar or willing to sit for the next Bar exam. Candidates must be looking for a long term opportunity in a collaborative and entrepreneurial environment. Please apply if you would like to become an integral member of a dynamic and growing commercial real estate practice where one will gain responsibility and develop career lasting relationships and skills. Relocation is negotiable depending upon experience level.

### **Qualifications**

- *3+ years of real estate experience*
- Strong academic record
- Outstanding communication skills (verbal and written)
- Strong time management skills
- Excellent drafting skills
- Professional demeanor
- Client-service focused
- Team player
- Proactive, takes initiative and a self-starter

**#2088 Healthcare Attorney** - Southeastern regional law firm with nearly 360 lawyers and nineteen offices in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Delaware and Tennessee, has an immediate opening for a healthcare attorney licensed in Florida. Ideally, the candidate would be based in Tampa. This position requires 6+ years of healthcare experience, preferably in both litigation and corporate matters. Experience involving healthcare fraud and abuse laws, including federal and state anti-kickback statute and self-referral laws, private equity and other transactions, state licensure, HIPAA, due diligence, and contract drafting and negotiations is a plus. Candidate must be licensed in the State of Florida, and must possess excellent academic credentials, as well as strong research, writing, organizational and analytical skills. We value collegiality and diversity among our lawyers and staff, and seek to make the practice both professionally and personally rewarding. The selected candidate will benefit from hands-on mentoring, client contact and long-term advancement opportunity. Market competitive salary and benefits package will be offered.

**#2051 Family Law Associate Attorney** - Prestigious downtown Tampa law firm is seeking a Family Law Associate with 2 to 5 years of litigation experience, family law trial practice preferred. The ideal candidate will be able to independently handle depositions, mediations and trial preparations. Must be organized, highly motivated, and have strong academic backgrounds. Salary is commensurate with experience and firm offers a general benefits package.

**#1957 Trusts & Estates Attorney** – AV Rated Tampa office of regional law firm is seeking an experienced Trusts & Estates Attorney to join its Private Client Services’ practice group. The Attorney will provide estate planning, estate administration and related services to existing sophisticated and new clients including individuals, charitable organizations, foundations, and corporate fiduciaries such as banks and trust companies. *The ideal candidate should*

*possess a significant transferable book of business; however, it is not required.* Firm offers an extensive benefits package, including remote work. **Must be a member of the Florida Bar.** Salary DOE.

**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.***