



## **MARCH 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**

**#2182 – Insurance Defense Litigation Paralegal** - Mid-sized, well-established regional insurance defense law firm is immediately seeking an experienced Litigation Paralegal with **a minimum 5+ years of experience in insurance defense**, i.e., personal injury, bodily injury, slip and falls, construction and property experience PREFERRED. The ideal candidate will have extensive trial experience, be detail oriented and possess excellent writing and communication skills. Must also have excellent time management skills, organization, be a self-starter who is able to work well in a teamwork driven environment managing fluctuating priorities and deadlines. This candidate will also be able to capture billable time compliant with client guidelines, communicate with clients, judicial assistants, attorneys, staff and experts, drafting of pleadings, correspondence, preparation of trial exhibits and presentation material for hearing and mediations, reviewing and analyzing medical, employment, billing and insurance claim records and provide litigation support to multiple attorneys. Familiarity with Florida Rules of Civil Procedure as well as Federal and Local Rules of the Middle District is a MUST and the ability to work well in a teamwork driven environment managing fluctuating priorities and deadlines. The ideal candidate will also be proficient in Microsoft Office Suite (Word/Outlook/Excel), Orion, and have a fast and accurate typing speed. Firm offers a general benefits package and a collegial work environment.

**#2180 Real Estate & Business Litigation Paralegal** – Small but mighty South Tampa law firm is seeking an experienced paralegal to join their growing team. The ideal candidate will have **at least 5 years experience in business litigation and commercial real estate** matters. This position requires attention to detail, organizational skills, and the ability to work in a fast-paced environment.

#### **Key Responsibilities:**

- Prepare deposition, trial, and record subpoenas according to state and federal regulations; coordinate production of third-party records and summarize records.
- Analyze, review, and organize documents and data from materials produced by clients and during discovery; prepare/coordinate document production.
- Prepare notebooks, binders, etc. as needed.
- Assist with drafting and preparing pleadings, motions, submissions, discovery requests, and responses in federal and state court matters, including arbitration/mediation proceedings.
- Maintain litigation calendar for the assigned attorneys and keep attorneys and staff aware of deadlines, conferences, etc.
- Draft and prepare legal documents, including lease agreements, notices, and court pleadings.
- Collaborate with other paralegals and legal professionals within the firm to ensure effective teamwork.

This job description is intended to provide a general overview of the responsibilities and qualifications specific duties and requirements may vary.

#### **Qualifications**

- Florida Bar Paralegal Certificate or Bachelor's degree.

- Minimum of 5+ years' experience as a Litigation Paralegal.
- Knowledge of Federal and Florida Courts.
- Experience in document management systems.
- Experience with eDiscovery and document review platforms.
- Proficiency in Windows environment.
- Strong interpersonal, organizational, and project management skills.
- Reliability, teamwork, professionalism, ability to multi-task, and attention to detail are essential.
- Excellent written and oral skills.

#### **Benefits**

- Competitive salary and bonus structure.
- Health and dental insurance.
- Retirement savings plan with employer contribution after one year.
- Paid time off.
- Friendly and collaborative work environment.

**#2176 - Subrogation Paralegal** – Chicago office of AV rated national law firm is looking for a full time Subrogation Paralegal *with at least five (5+) years of related experience*. Exceptional verbal and written communication skills are a must.

#### **Responsibilities:**

- Assisting with Plaintiff litigation related matters
- 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.
- Prepare demand packages
- Fact Investigation & general claim pursuit

Excellent verbal and written communication skills are necessary. 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.

**#2164 Liability & Casualty Defense Paralegal (up to 2 days remote/week)** – 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

**#2068 – Healthcare/Med Mal Defense Litigation Paralegal (up to 2 days remote/week)** –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.

**#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

**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.

**#2178 Legal Assistant - Creditor's Rights** – Leading regional Florida law firm, seeks a Creditor's Rights Legal Assistant to join our team. This Legal Assistant is responsible for the following:

**Essential Functions**

- Experience working in a mid to large-size firm and collaborating with various firm-wide departments in handling multiple responsibilities, including case opening, conflict checks, billing, training, records, etc.
- Proficient knowledge of the Rules of Procedure using various court filing systems; must have experience filing pleadings in federal and Bankruptcy courts according to 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 client billing, 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 Court hearings by Court requirements.
- Understand Court requirements to calculate deadlines.
- Schedule client appointments in coordination with the attorney.
- Manage electronic and paper case files.
- Handle incoming and outgoing mail and other correspondence.
- Answer, screen, and place telephone calls and emails.
- Consistently deliver outstanding client service and quality.

The above description describes the general nature of employees' work 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 a ***minimum of five years of law firm experience***, preferably as a Creditor's Rights Legal Assistant.
- Experience working with multiple attorneys is required.

### **Physical Demands**

- An employee must meet the physical demands described here 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**.

**#2175 Legal Assistant/Scheduler** - South Tampa boutique office firm is seeking a full-time Legal Assistant/Scheduler to join their team handling scheduling activities from beginning to end. Scheduler responsibilities generally include scheduling conferences, hearings, depositions, mediations and trials through judicial assistants and online scheduling program (JAWS, JACS), including Judge's individual websites to ensure compliance with their unique scheduling requirements.

### **Other duties**

- Coordinate hearings, depositions, mediations and trials with attorneys and opposing counsel
- Add appointments and calendaring activities to attorney and paralegal calendars
- Work with attorneys and paralegals on questions, re-scheduling as needed, etc.
- Review calendar for conflicts
- Serving subpoenas for litigation appearances
- State and Federal e-Filing
- Secure court reporter and confirm court reporter's attendance several days prior to calendared event
- If event is to be held by Zoom, confirm all parties have the current Zoom link prior to the event occurring several days in advance
- E-billing

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

- Understanding of the litigation process and the parties, including heavy calendar scheduling
- Verbal communication
- Written communication
- Critical thinking
- Time management

- Ability to work independently and as a team member

**#2181 Real Estate & Business Litigation Legal Assistant** – Small but mighty South Tampa law firm is seeking a motivated business litigation and real estate legal assistant to join their team. This position will be responsible for assisting in the management with various tasks, carrying out administrative services (answering phones, calendaring, filing, etc.) and providing support to the legal team. Additionally, this position will be responsible for scheduling hearings across multiple practice areas and court filings.

**Key Responsibilities:**

- Calendaring: Schedule and monitor appointments, deadlines, and court appearances. Arrange and maintain attorney appointments, meetings, and court dates to optimize our daily workflow.
- Deadline Tracking: Diligently track legal deadlines, court-mandated timelines, and crucial submission dates to guarantee that no essential dates are overlooked.
- Document Preparation: Draft basic legal documents and correspondence.
- Court Filings: Prepare and file legal documents with the appropriate courts and ensure all filings are accurate and timely.
- Client Communication: Maintain regular communication with clients, updating them on case progress and addressing their inquiries and concerns.
- Team Administrative Assistance: Work collaboratively with the team to provide any administrative assistance needed to support our attorneys, paralegals, and clients.
- Phone Coverage: Answer and manage incoming phone calls to ensure a positive and professional interaction with callers.

This job description is intended to provide a general overview of the responsibilities and qualifications, specific duties and requirements may vary.

**Qualifications**

- Minimum 5 years of experience as a Legal Assistant.
- Proficiency in legal research and case management software.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication.
- Ability to work independently and as part of a team.
- Knowledge of relevant legal procedures and court rules.
- Attention to detail and accuracy.

**Benefits**

- Competitive salary and bonus structure.
- Health and dental insurance.
- Retirement savings plan with employer contribution after one year.
- Paid time off.
- Professional development and mentorship.
- Friendly and collaborative work environment.

**#2173 – Law Firm Office Administrator** – Tampa and Sarasota – Regional law firm with eight offices in the State of Florida has an opening for an Office Administrator for its Tampa and Sarasota offices. The successful candidate will be responsible for both offices' daily operations and administration. In addition, the Office Administrator will work with the Firm wide Office Administrator and Office Managing Partners to identify and plan for the changing needs of the Firm including strategic planning and contributing to cost-effective management of the firm.

**Essential Functions and Responsibilities**

- Act as liaison to the Office Managing Partner regarding all operations that support client services and needs of the legal staff.
- Develop and implement efficient office procedures and communications to streamline processes and meet the firm's needs.
- Identify opportunities to reduce costs and improve operational efficiencies and propose solutions to management.
- Ensure legal compliance with federal, state, and local employment laws and reporting regulations affecting human resources functions.
- Monitor and enforce the firm's practices, policies, and procedures.
- Recruit, interview, and select non-attorney staff.
- Coordinate new hire and departure logistics for attorneys and staff.
- Supervise the workflow and performance of professional staff to ensure the delivery of timely, high quality administrative services to the attorneys.
- Provide ongoing performance feedback and manage the annual professional staff performance evaluation, compensation, and bonus process for each office
- Manage time and attendance for professional staff, including PTO, leaves of absence, and employee coverage.
- Coordinate all vendor relationships specific to each office.
- Serve as liaison with the office building's management team.
- Plan and coordinate all office events (including monthly attorney meetings, firm picnics, holiday parties, etc.).
- Support and enforce office emergency policies and procedures.
- Manage and oversee the office's daily operations to ensure efficient service delivery to all personnel.
- Oversee general office and facilities maintenance, repairs, and enhancements.
- Collaborate on space planning, including layout, plan review, and construction management.
- Travel to the Sarasota office on a weekly basis is required.

#### **Job Specifications**

- Knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word).
- Knowledge of federal, state, and local employment laws and regulations.
- Strong written and verbal communication skills.
- Strong leadership and motivational skills.
- Ability to work under tight deadlines and prioritize responsibilities.
- Ability to maintain and handle confidential information.
- Ability to work effectively in a fast-paced environment.

#### **Required Qualifications**

- A Bachelor's degree and a minimum of seven (7) years of experience in an office manager/legal administrator position, preferably with a law firm of similar size and responsibilities.
- Proven leadership and management skills and a demonstrated ability to successfully implement ideas and positively impact change.
- Experience with facilities management to include collaboration on space planning for office buildouts, including layout, plan review, and construction management.
- Strong communication (written and verbal), problem solving, leadership and diplomacy skills that allow for successful interactions with attorneys, professional staff and vendors regularly.
- Excellent organizational and project management skills.

#### **Physical Activity and Requirements**

- Employee must talk and hear. The employee is often required to sit and use their hands and fingers to handle and feel.

- Employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and stoop, kneel, crouch, or crawl. Vision abilities required by this job include close vision. Employee is subject to inside environmental conditions, protected from weather conditions but not necessarily from temperature changes.
- The noise level in the work environment is usually quiet to moderate.

**#2167 Real Estate Closer** - Boutique Clearwater firm is seeking a highly motivated individual to join their team and contribute to the continued growth and success of the firm's Real Estate Department. The Real Estate Closer is responsible for communication with the buyer, lender and real estate agent, if there is one. The closer will balance figures with lenders and sign all documents on closing day. Record the necessary documents and move file to post closing.

**Responsibilities:**

- Understand the contents described in title commitments, lien searches and surveys
- Preparing title documents for closing, such as Deeds and Affidavits, etc.
- Preparation of Closing Disclosures, Settlement Statements and balance sheets/disbursement ledgers
- Order title searches, municipal lien searches, HOA Estoppels, payoff and surveys, when needed
- Communicating via phone and emails with lenders, real estate agents and customers
- Handle a moderate to high case load of files and work well with others in the office
- Familiarity with Excel, Outlook, and Closer's Choice software

Firm offers a competitive salary and benefits package. This is an exciting opportunity to be a part of a dynamic and innovative company that values its employees and fosters a culture of collaboration and excellence.

**#2166 Estate Planning/Trusts Legal Assistant** – Boutique Clearwater firm is seeking a highly motivated individual to join their team and contribute to the continued growth and success of the firm's Estate Planning and Trust Administration Department. The ideal candidate will possess strong communication skills, a positive attitude, and a willingness to learn and adapt to new changes. This person should possess strong communication skills, attention to detail, and the ability to work independently. Must be proficient in Microsoft Office and have experience with legal software, including Clio. Responsibilities include drafting legal documents, managing client files, and providing administrative support to the attorneys. This position will also act as back-up relief for the Receptionist.

Firm offers a competitive salary and benefits package. This is an exciting opportunity to be a part of a dynamic and innovative company that values its employees and fosters a culture of collaboration and excellence.

**#2170 Defense Liability Legal Assistant** – Tampa office of national AV rated firm is seeking an Insurance Defense Legal Assistant with 7+ years' of experience in Third Party Property.

**Responsibilities:**

- Set hearings, depositions, mediations and meetings for attorney
- Calendar deadlines for discovery, trial, etc.
- Scan and save all documents and mail into iManage
- 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



- Excellent verbal and written communication skills are necessary.
- 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. Please provide salary requirement in order to be considered.

**#2165 – Medical Malpractice Defense Legal Assistant** - Well-respected medical malpractice insurance defense firm seeks a legal assistant with medical malpractice defense experience to assist a team of attorneys through the performance of complex administrative duties requiring knowledge of legal terminology and the legal process. Must have the ability to handle calendaring/scheduling of meetings, depositions, mediations, etc.; general litigation support including digital transcription and attorney preparation for depositions, motion hearings, etc., opening, organizing, managing and closing files; and drafting correspondence.

Qualified candidates must be proficient in Microsoft Word, Outlook and a pdf program; and have a working knowledge of the federal and Florida court rules and e-filing procedures, the Florida medical malpractice process and statutes, attention to detail, strong organizational, communication and proofreading skills, and the ability to work in a team environment, multi-task, prioritize and be flexible. Competitive benefits package and salary commensurate with market and experience; please submit resume.

**#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.

**#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 (up to 1 day remote/week after 90 days)** – 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.

**ATTORNEY/ASSOCIATE OPPORTUNITIES**

**#2174 Senior 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 or Junior Partner** to join our Real Estate Practice Group. Candidates ***should have 5 years of commercial real estate transactional experience***, including significant experience in retail and office leasing. 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. Willing to consider and negotiate relocation expenses to the extent a candidate has the appropriate experience level.

### **Qualifications**

- 5+ 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

**#2179 Family Law Associate Attorney** - South Tampa family law firm is seeking a Family Law Associate with 1 to 3 years of litigation experience, family law motion and trial practice preferred. The ideal candidate will be able to independently handle depositions, mediations and trial preparations. Must have strong research and writing skills, be organized and detail oriented, highly motivated, and have a strong academic background. Salary is commensurate with experience, bonuses, and firm offers a general benefits package including paid parking, 100% medical, dental and vision paid by firm, paid holidays, vacation and 401(k) after one year. Must be admitted to the Florida Bar and be able to provide law school transcripts and writing samples.

**#2177 Litigation Associate** - Tampa boutique law firm is seeking a motivated and proactive attorney with a strong academic background and **at least 1 - 3 years of experience** to grow with our firm. The Firm provides litigation services in business and complex commercial disputes, employment law, and securities and receivership matters. Applicants must have excellent writing skills, attention to detail, thrive in a fast-paced environment, and be comfortable interacting with clients and in the courtroom. The Firm provides a resourceful business platform for newly practicing attorneys including training, mentoring, and a collaborative team environment.

Competitive pay and discretionary bonus as well as a generous benefits package including medical, dental, vision, Simple IRA with 3% match, paid holidays and PTO, Bar dues, CLE, etc. are available.

We are looking for an individual who wants to work as part of a strong team and who is looking for a long-term place to build a rewarding career.

**#2161 Insurance Defense Attorney (GAINESVILLE)** – 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.

**#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.

**#2174 Senior 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 or Junior Partner** to join our Real Estate Practice Group. Candidates should have 5 years of commercial real estate transactional experience, including significant experience in retail and office leasing. 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. Willing to consider and negotiate relocation expenses to the extent a candidate has the appropriate experience level.

### **Qualifications**

- 5+ 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

**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.***