



## JULY 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**

**#2199 Real Estate Paralegal** – Miami office of AV rated regional law firm has an immediate opening for a Commercial Real Estate Paralegal.

The ideal candidate must ***have at least 5+ years' experience working as a Commercial Real Estate Paralegal in a law firm***. Strong title and survey skills are required. Strong technical skills and excellent oral and written communication skills are required. This position requires keen attention to detail and the ability to juggle multiple projects under tight time constraints.

#### **Primary Duties and Responsibilities:**

- Assist with preparing and reviewing commercial and residential real estate purchase and sale closing documents.
- Assist with preparing and reviewing loan documents (including UCC Financing Statements).
- Coordinate commercial and residential real estate transaction closings, including maintaining a closing checklist, preparing and distributing signature page packages, preparing and reviewing settlement statements, and coordinating with various transaction parties as required.
- Order and review title and survey (including title exceptions), prepare title and survey objection letters and title/survey memoranda and prepare escrow closing letters.
- Order and/or collect other typical legal, due diligence items for sale and loan transactions, including zoning/governmental compliance letters, UCC/judgment searches, entity authority documents, good standing certificates, and estoppel letters from lienholders, tenants, and other parties to declarations, easements, and similar agreements.
- Order, review, and abstract UCC/judgment/lien search results.
- Obtain and review zoning reports and conduct related zoning analyses.
- Prepare consents, resolutions, and other basic corporate documents.
- Conduct lease reviews and prepare lease abstracts.
- Handle or coordinate filing/recording documents.
- Prepare closing binders and handle post-closing matters.

#### **Requirements:**

- Bachelor's Degree and at least 5 years of related experience, or equivalent combination required.
- Strong title and survey skills are required. Strong technical skills and excellent oral and written communication skills are required.
- Keen attention to detail.
- Ability to juggle multiple projects under tight time constraints.
- Ability to handle multiple tasks simultaneously without error, set priorities, and accommodate rush requests.
- Knowledge of legal terms and legal matters to determine whether forms submitted include all required related parties.
- Substantial analytical, evaluative, and problem-solving skills with keen attention to detail.
- Superior communication and customer service skills exercising courtesy and diplomacy.

- Ability to think creatively about new solutions and drive best practices.
- The position is full-time.
- Generally, works the core hours of the firm (9:00 am–5:30 pm) with the flexibility to work overtime.
- Physical attendance and punctuality at the place of work.

**#2197 – Healthcare 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.

**#2201 Commercial Real Estate Paralegal** – South Tampa boutique commercial real estate law firm dedicated to providing the highest quality legal services to a small group of high-quality clients, while maintaining a flexible, relaxed, high-quality work environment is seeking an experienced Commercial Real Estate Paralegal with three (3+) years of experience with significant title and survey review to join its busy team.

**Qualifications Required**

Strong work ethic and highest attention to detail; dependable and conscientious; team-oriented and able to work well in a small firm environment; strong organizational skills; positive attitude; excellent verbal and written skills; and significant experience in title and survey review.

**Qualifications Preferred**

Large law firm experience preferred with sophisticated commercial real estate experience; Florida Notary Public; extensive title and survey knowledge; proficiency in proficiency with Microsoft Office (Word, Outlook, and Excel), Adobe Acrobat, PC Law, NetDocs f/k/a Worldox, and Litera f/k/a Workshare. Paralegal Certificate or Florida Registered Paralegal preferred.

**Offering**

Competitive salary and benefits (including but not limited to: health insurance, holidays and paid time off, and 401(k) with employer match); high quality clients and stability; an alternative to the traditional law firm environment.

**#2202 Medical Malpractice Defense Paralegal** - Well-established Tampa defense litigation law firm is immediately seeking an experienced full-time defense litigation paralegal or nurse paralegal with solid medical malpractice defense experience.

**Job Requirements:**

- Must have the ability to draft correspondence and pleadings, draft discovery and responses
- Speak with clients
- Review medical records and prepare medical chronologies
- Prepare non-party record subpoenas according to state and federal regulations
- e-file in state and federal courts
- Locate and work with expert witnesses
- Prepare cases for witness interviews, depositions, mediations and trial

- This is a timekeeper position so experience with timely reporting billable time in accordance with client guidelines is necessary.

The ideal candidate would be someone who can hit the ground running and work well independently. They would be capable of multi-tasking and working in a fast-paced, litigation team environment have strong analytical and organizational skills. Candidates should also have knowledge of the Florida Rules of Civil Procedure, especially the Florida Medical Malpractice statutes and process. This position requires strong computer skills with proficiency in MS Office and Word and Adobe Acrobat or other pdf program.

This firm offers a great benefits package including a semi-annual bonus program and a hybrid work schedule. Salary is competitive and commensurate with experience.

**#2193 – Corporate Paralegal-** Well respected downtown Tampa law firm is immediately seeking a Corporate Paralegal to assist its attorneys in the drafting, execution and delivery of documents required to form, merge, or acquire, maintain, or dissolve business entities.

**Essential Duties:**

- Prepare and coordinate lien searches for target entities.
- Audit and prepare indexes of virtual data rooms.
- Prepare transaction related IRS forms such as 2848, SS-4, 2553, etc.
- Understand and Summarize material provisions from a variety of transaction related contracts.
- Prepare and coordinate execution and filing of documents and agreements required to form limited liability companies and corporations (including, but not limited to, Articles of Organization/Incorporation, Operating Agreements/By-Laws, Minutes of the Incorporator, subscription agreements and initial Member, Director, and Shareholder Resolutions).
- Prepare, search, review, and file Uniform Commercial Code filings.
- Prepare and coordinate execution and filing of documents and agreements required to qualify limited liability companies and corporations in various states where business is transacted.
- Prepare, coordinate execution and filing of documents and agreements required to merge limited liability companies or corporations (including, but not limited to, state filing forms, Agreement and Plan of Merger, authorizing resolutions and obtaining necessary tax clearances, if required).
- Prepare, coordinate execution and filing of documents and agreements required to convert limited liability companies or corporations (including, but not limited to, state filing forms, Agreement and Plan of Conversion, authorizing resolutions and obtaining necessary tax clearances, if required).
- Prepare, coordinate execution and filing of documents and agreements required to acquire limited liability companies or corporations (including, but not limited to, state filing forms, Purchase Agreements, due diligence schedules, promissory notes, and authorizing resolutions).
- Prepare and coordinate execution and filing of documents and agreements required to dissolve limited liability companies and corporations (including, but not limited to, Certificates of Dissolution, notification letters to state agencies, newspaper publications, authorizing resolutions and, subscription agreements and obtaining necessary tax clearances)
- Prepare and coordinate execution of documents and agreements required to reinstate limited liability companies and corporations (including, but not limited to, state forms and obtaining necessary tax clearances, if required)

**Other Responsibilities:**

- Prepare attorney confirmation letters upon request by clients.
- Respond to client requests.
- Assist with due diligence in mergers and acquisitions.
- Order and review certificates of good standing for business entities.
- Prepare stock certificates for business entities.

- Obtain federal employer ID numbers from the Internal Revenue Service for business entities and pension plans.
- Prepare annual resolutions for business entities.
- Prepare and file documents to amend formation and qualification documents in various states for business entities.
- Prepare closing binders from transactions.
- Prepare and maintain entity minute books.
- Business entity research on various state agency websites
- Prepare and file annual reports for business entities with state agencies.
- Assist with charitable registrations.
- Assist with preparation and filing of franchise registrations.
- Order certified copies of formation documents from state agencies.
- Coordinate apostille process for documents from state agencies
- Prepare and file statutory agent updates and resignations with Secretary of State Offices.

**Education, Experience and Skills Required:**

- Bachelor's degree in an ABA approved Paralegal program or paralegal certification.
- 10 to 15 years' experience corporate law practice
- Strong understanding of corporate terms and technological skills including Microsoft Word, Excel, and PowerPoint
- Superior research skills, including the use of online services (LexisNexis/Westlaw), corporate databases and the Internet.
- Superior organizational skills
- Project and case management skills including a strong aptitude for managing and prioritizing multiple projects and deadlines.
- Excellent written and verbal communication skills as well as analytical, problem solving and decision-making skills.
- Some background with mergers and acquisitions, divestitures and entity change.
- Understands structure of complex legal transactions
- Ability to work independently and maintain a high degree of confidentiality.

**Benefits:**

- 401(k)
- AD&D insurance
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

**Schedule:**

- 8-hour shift
- Monday to Friday

**#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.

**#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

**#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.

**#2196 Office Assistant** – Downtown insurance defense law firm is immediately seeking a full-time Office Assistant to join its team.

**Responsibilities:**

- Create and maintain legal files, both electronic and paper
- Locate and file documents in their corresponding location
- Provide full support in mailroom/copy center; perform all pertinent functions
- Responsible for ordering and maintaining office supplies
- Responsible for upkeep/stocking of conference rooms
- Scanning and data entry into internal database

- Downloading electronic client and other files from a variety of platforms
- Operate office phone system and other office equipment as needed
- Additional duties as requested

**Minimum Requirements:**

- High School diploma or its equivalency
- At least 1 year of recent office experience required. Law office experience is preferred
- Must be organized and detail oriented
- Must be able to utilize telephone system on relief coverage basis
- Ability to organize and prioritize numerous tasks and complete them under time constraints
- Must be able to work with minimal supervision
- Ability to assemble files and to file documentation in chronological order utilizing alphabetical and numerical filing guidelines
- Spelling must be accurate in order to file documents properly - applicants must pass standard alphabetical and numerical filing tests
- Must be able to lift 20 pounds

Firm offers a sound future, competitive salary, and an excellent benefits package.

**#2023 Bilingual Plaintiff's Personal Injury Legal Assistant –** Downtown Tampa law firm is immediately seeking a Bilingual (English/Spanish) Litigation Legal Assistant experienced in Plaintiff's Personal Injury Paralegal with ***a minimum of one year of relevant experience.***

**Skills and Qualifications:**

- Must be able to assist in processing cases from pre-suit to settlement or trial
- Preparation of medical chronologies and demand letters
- Scheduling, heavy client communication and exceptional client service skills
- Adept at litigation and discovery and trial preparations

Office and computer skills required for this position include Microsoft Office 365 (Word, Outlook, Excel, PowerPoint, etc.), TrialWorks, Orion and E-Filing

**What We Offer:**

**Benefits Free to Employees:**

- Partially paid health insurance – multiple plans with the basic plan provided for by the firm at no cost
- Life insurance equal to one year's salary
- Long term and Short term disability
- Generous PTO policy and paid holidays
- Parking is paid for
- Health advocate program
- Peerfit fitness program

**Benefits Via Payroll Deduction:**

- Medical via United Healthcare
- Dental and Vision policies
- HSA and FSA
- Variety of additional insurance
- Life insurance via UNUM

**#2198 - Director of Marketing – Miami** office of regional AmLaw200 firm is seeking a Director of Marketing to join its team. This individual will be responsible for developing and executing marketing plans for the firm, and work closely with the attorneys and supervise the marketing team. This position reports directly to the Firm wide Managing Partner.

#### **RESPONSIBILITIES**

- Develop and implement comprehensive marketing strategies.
- Lead and manage a high-performing marketing team, fostering collaboration and innovation.
- Oversee the creation and execution of integrated marketing campaigns across various channels, including digital, traditional, and social media, emphasizing digital and social media marketing to increase the firm's profile. This will include (a) active management of the firm's social media channels, both in engaging with users and internal content providers, keeping the content relevant and current, and (b) active management of the firm's website, including real-time updates to reflect changes in firm personnel.
- Oversee planning and implementation of various firm events by marketing managers, including follow-up action.
- Oversee the marketing team assisting lawyers in sponsoring, attending, and speaking at events; seek opportunities for lawyer speaking engagements.
- Interact with the media at the direction of the firm's executive committee.
- Oversee the development and implementation of a plan for e-mail newsletters to clients and contacts on important legal issues and changes in the law.
- Analyze market trends and competitor activities in the legal profession to identify opportunities and threats and adjust marketing strategies accordingly.
- Work closely and meet regularly with our practice group leaders and individual attorneys on practical marketing efforts.
- Direct and lead effective RFPs for client development.
- Monitor and regularly report on key performance indicators to evaluate the effectiveness of marketing campaigns.
- Manage marketing budgets and resources efficiently.
- Other duties may be assigned.

#### **QUALIFICATIONS:**

- Bachelor's or Master's in Marketing, Business, and prior law firm experience is preferred.
- Proven law firm experience in a senior marketing leadership role with 5-10 years' experience.
- Extensive experience with online and social media marketing.
- Extensive contacts with legal and business industry media, both traditional and online.
- Excellent leadership and team management skills.
- Effective writing skills and presentation abilities.
- Familiarity with the latest marketing technologies and trends.
- Experience working with attorneys and law firm team leaders on marketing efforts.
- Knowledge and understanding of the law firm industry and business trends in the USA and Internationally.
- Full-time position in office exempt position.

#### **Physical Demands:**

- The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Including lifting/carrying up to 10 pounds, typing/using a keyboard, writing by hand, and collating/filing.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- This is primarily a sedentary role; however, the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary is required.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.



**#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.

**#2200 Medical Malpractice Legal Assistant** – Well-respected medical malpractice insurance defense firm seeks a highly-experienced legal assistant with medical malpractice defense experience. This position will assist a team of attorneys through the performance of complex administrative duties requiring knowledge of legal terminology and the legal process.

**Job Requirements:**

- Must have the ability to handle heavy 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
- Drafting correspondence
- Must be proficient in Microsoft Word, Outlook and a pdf program
- A working knowledge of the federal and Florida court rules and e-filing procedures and the Florida medical malpractice process and statutes
- Attention to detail, strong organizational, communication and proofreading skills
- The ability to work in a team environment, multi-task, prioritize and be flexible

This firm offers a competitive benefits package and salary commensurate with market and experience.

**#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.

**#2192 Legal Administrative Assistant** – South Tampa boutique law firm is seeking a full-time Legal Administrative Assistant. The ideal candidate must have advanced knowledge of Microsoft Office (Word, Outlook, and Excel) and Adobe. Previous experience in the legal field preferred, but not required. Experience with cloud-based document or case

management systems like NetDocs and CenterBase a **PLUS!** Must be polished, professional, and have strong legal telephone etiquette.

**Primary Duties will include, but are not limited to:**

- Draft pleadings, agreements, and general correspondence for attorney review.
- E-File pleadings/uploading proposed orders/file new cases via e-portal and JAWS.
- Process incoming mail and email in firms cloud-based document management system (NetDocs).
- Update case information in firm's cloud-based case management system (CenterBase).
- Maintain and update firm's document template database.
- Provide back-up reception duties for breaks, sick time, and vacations.
- Perform other daily administrative duties such as copy, scan, shred documents, stocking office supplies, etc.
- Perform infrequent local travel such as trips to post office, courthouse, or bank.

Firm offers an above market compensation package and excellent benefits, including competitive salary, bonuses, health insurance, a team atmosphere, retirement plan with employer contribution following one year of service, generous paid-time-off policy, and more!

**#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.

**#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 OPPORUNITIES**

**#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

**#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.

**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.***