



## **FEBRUARY 2025 - 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**

**#2243 Litigation Paralegal** – Downtown Tampa Business Litigation firm is seeking a Litigation Legal Paralegal with a strong background in business litigation and creditor's rights to work with a Managing Partner. Must work well under pressure and be self-motivated, have attention to detail, strong work ethic and looking for a long-term, stable position. Candidate must also be advanced to expert in Microsoft Office Suite, have a typing speed of 80wpm or above, transcribe fast oral dictation and work occasional Sundays when requested, calendaring, E-filing documents with State and Federal Courts. A two-year college degree or five years of legal experience required. Competitive salary and comprehensive benefits package offered including parking, health, insurance, and 401(k) plan. Occasional overtime.

**#2238 Commercial Real Estate Paralegal** – AV Rated full-service law firm serving clients locally, nationally, and internationally, is seeking a Paralegal for our Tampa office Real Estate Practice.

Candidates **must have a minimum of 5+ years working in a law firm as a Real Estate Paralegal**. Our paralegals work in a sophisticated commercial real estate practice with a team-based approach. 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 preparation and review of commercial and residential real estate purchase and sale closing documents.
- Assist with preparation and review of loan documents (including UCC Financing Statements).
- Coordinate commercial and residential real estate transaction closings, including maintaining closing checklist, preparation and distribution of signature page packages, preparation and review of settlement statements, and coordination with various transaction parties as required.
- Order and review title and survey (including title exceptions), preparation of 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 (8:30 am–5:00 pm) with flexibility work overtime.
- Physical attendance and punctuality at the place of work.

**#2241 Commercial Real Estate Paralegal** – Clearwater office of well-respected law firm is seeking a full-time, experienced Commercial Real Estate Paralegal. Candidates ***must have five (5) years of demonstrated experience as a commercial real estate Paralegal in a law firm.***

#### **Position Overview**

Candidates must be able to manage the full spectrum of real estate paralegal responsibilities related to complex commercial real estate transactions. This position requires exceptional organization and communication skills. The duties will include, but are not limited to, the tasks described below.

#### **Key Responsibilities:**

- Assist with and coordinate closings, including the review and/or preparation of conveyance documents, mortgages, UCC financing statements, closing statements, transfer tax forms, and escrow release documentation.
- Order and review title commitments, exception documents, and surveys; including the ability to prepare title/survey objection letters.
- Coordinate due diligence for a variety of large commercial real estate transactions; including review and summarize UCC, judgment, tax, and other lien searches.
- Prepare and monitor contract critical dates lists and closing checklists.
- Prepare consents, resolutions and other corporate documents.
- Manage document recording and attend to post-closing requirements, including the preparation of closing indices, organizing closing binders, and monitoring post-closing deliveries and other requirements.
- Prepare correspondence and memoranda.
- Prepare lease and loan document abstracts.
- Draft and review business and real estate contracts.

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

- Proficient in Microsoft Office (Word, Excel, PowerPoint), with the ability to quickly learn other programs. Experience in Aderant is a plus.
- Excellent communication skills, both written and oral.
- Strong organizational and administrative skills.
- Effective problem-solving, analytical, and research skills.
- Attention to detail with strong organizational and time management abilities.
- Ability to manage multiple assignments simultaneously.
- Self-motivated with a positive attitude.
- Ability to work both independently and as part of a team in a deadline-driven environment.
- Educational/Job Experience Requirements:

- Florida Registered Paralegal preferred.
- At least five (5) years of relevant experience as a commercial real estate paralegal.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Firm. Firm offers a comprehensive benefits package, a competitive wage, and a team-driven work environment.

**#2236 Plaintiff Personal Injury Paralegal** - South Tampa premier trial law firm committed to fighting for people injured by negligence, improper conduct, or fraud is seeking a Litigation Paralegal to support three attorneys in its personal injury litigation matters.

Responsibilities include, but are not limited to drafting pleadings, discovery, and motions, and assisting attorneys in preparing for mediations and trials. The ideal candidate will be a highly motivated self-starter with a positive attitude and have the ability to perform under strict deadlines with the goal of aggressively moving litigation cases forward. The candidate must work well with others as part of a trial team and be able to hit the ground running with a file.

**Requirements:**

- 5+ years of Plaintiff civil litigation & trial experience
- Proficiency in preparing pleadings, motions, and discovery
- Solid character and judgment, high degree of professionalism, and strong critical thinking skills
- Ability to multi-task with attention to detail, and work efficiently in an extremely fast paced and challenging legal environment
- Working knowledge of Florida Rules of Civil Procedure, Statutes, and E-filing
- Excellent working knowledge of Microsoft Word, Excel, Adobe, Outlook and Clio
- High school diploma/equivalent or Bachelor's degree
- Exemplary tenure and punctuality

Firm offers competitive pay and benefits including health, dental, vision, retirement plan, PTO, and paid parking.

**#2218 & #2231 Insurance Defense Paralegal (Tampa & Gainesville)** Mid-sized, well-established regional insurance defense law firm is immediately seeking an experienced litigation paralegal with 3 to 5 years' experience for their Tampa & Gainesville offices. Ideal candidates must be detail 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.

**#2206 Med Mal 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.

**#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.

### **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.

**#2245 Billing Specialist** – Boutique Downtown Tampa law firm is immediately seeking an experienced Billing Specialist. The ideal candidate will have experience submitting invoices in Legal-X, CaseGlide and Legal Solutions Suite. Experience should also include third party vendor invoicing. This individual should be organized, motivated, detail-oriented, reliable

and able to work independently in a high volume, fast-paced accounting department. Exceptional verbal and written communication skills are a must. Experience with Clio is a **PLUS!**

Great working environment, firm offers medical, dental, vision, 401k, short- and long-term disability, life insurance and a generous PTO policy. Salary commensurate with experience.

**#2244 Insurance Defense Legal Assistant** – Legal Assistant needed immediately for well-established Tampa insurance defense law firm. Candidate will be responsible for legal document preparation, communication with clients and legal professionals, providing administrative assistance, and supporting the attorneys in their daily tasks.

#### **Qualifications**

- Legal Document Preparation and Legal Assistance skills
- Strong communication skills, both written and verbal
- Administrative assistance abilities
- Knowledge of law and legal procedures
- Experience working in a legal environment
- Ability to prioritize tasks and work efficiently in a fast-paced setting
- Excellent organizational skills and attention to detail
- Scheduling and calendaring all events
- State and Federal e-filing.

Firm offers comprehensive benefits package and salary DOE.

**#2242 Legal Speed Typist** – Downtown Tampa law firm is immediately seeking a Speed Typist with prior law firm experience for a busy Managing Partner who practices primarily in Creditor's Rights and Complex Litigation. Candidate must have at least 5+ years and be able to handle a demanding and fast-paced work environment.

Requirements for this position include above average typist (80-100wpm) and able to transcribe FAST oral dictation under pressure compose pleadings, basic motions and discovery documents. Must be detail oriented, have great vocabulary and grammatical skills, and be an experienced and accurate proofreader. In addition, must have professional office etiquette, follow directions, multi-task, manage time efficiently, and be professional in appearance and attire.

Software skills required include MS Office (expert level in Word including use of shortcut keys and intermediate knowledge of PowerPoint); CM/ECF, e-filing, calendaring, and trial/hearing preparation is a plus!

This position can be part-time or full-time depending on the needs of the candidate and the firm. Schedule consists of afternoon and evening hours and most Sundays. Flexible hours. On-site only. No remote work.

Comprehensive benefits package including parking, health, dental, and 401(k).

**ONLY CANDIDATES WITH THIS EXPERIENCE WILL BE CONSIDERED.**

**#2240 Litigation Legal Assistant** – Highly respected downtown law firm is immediately seeking a litigation Legal Assistant to join a local leader in the legal community. The individual will be responsible for providing support to three attorneys, managing day-to-day office work, electronic filing, and prioritizing workloads.

Bring your strong organization and communication skills to preparing and formatting documents and correspondence, managing correspondence with clients, preparing client files, creating organizational charts and slide shows for meetings and presentations, and maintaining attorney calendars, deadlines, conferences, and other meetings as requested.

You will dive in independently to solve legal and technical problems, while bringing a collaborative spirit to the team. Top-notch grammar, typing, proofreading skills, and superb time management are necessary for this position.

Your New Law Firm: We have been a leader in the legal community for decades. Our firm advises clients on a range of practice areas and industries, including real estate, business, litigation, employment law, family law, estate planning, and corporate law.

We are committed to bringing the highest quality legal work to our clients, while also embracing values that support the team and our community. The office culture here is a strength of the firm.

Upon hire, you will enjoy a benefits package that includes 11 paid holidays a year, options for medical, dental, and vision insurance, an FSA and HSA, 401(k), life insurance, and short- and long-term disability, Employee discount program, Paid time off and profit sharing.

**#2239 Law Firm Administrator | Controller** - Downtown law firm is immediately seeking a Firm Administrator/Controller. The candidate ***needs at least 5-7 years of experience in professional services firm management***. A Bachelor's degree in business with a major in accounting or an accounting degree is **REQUIRED**. Excellent interpersonal, leadership skills, and the ability to simultaneously manage numerous tasks are essential. Must demonstrate initiative, professionalism, flexibility, and ability to work in a fast-paced environment.

**Primary responsibilities for this position are the financial aspects:**

- Accrual financial reports monthly using Juris Accounting Module
- Convert accrual to cash basis financials monthly – Excel report
- Run cost analysis reports monthly – Excel report
- Cash management – reports and bank reconciliations using Excel and Juris
- Various Excel reports set-up and update monthly
- Prepare the firm budget, salary, commission/bonus reports and update through the year using Excel
- The ability to maintain, update, create and interpret Excel spreadsheets is vital to this role.

**In addition to the financial aspects are:**

- Semi-monthly payroll thru ADP
- Implementation of all insurance policies
- Main contact with bank representatives and building management
- HR – from the search process to coordinating interviews, offer letters, and first day orientation

This position is primarily responsible for the firm, not the client. Any client functions, such as billing, trust transactions, receivables and transactions, receivables and payables are done by someone that reports to this position. The Administrator/Controller determines what needs to be paid but someone else actually runs the checks and makes the deposits.

We have someone handling IT as well as an IT vendor, when needed. This individual also handles our marketing and RFP's.

This position reports directly to the Managing Officer and works closely with the attorneys as well as with all the staff. IT, billing, and receptionists report directly to this position and legal secretaries and paralegals report to the dotted line.

Benefits to include paid parking from the first day of employment.

After 30 days, firm paid health insurance for the employee if they select the base plan and if they select one of the upgraded plans instead, they are only responsible for the upcharge. There is also dental, STD, LTD, and group life paid for by the firm. After 30 days, PTO accrues monthly, 18 days the first 5 years then 23 days.

401k available after one (1) year, no match at this time. There is also a gym in the building that is available to employees free of charge.

This firm offers a collegial work environment and salary commensurate with experience.

**#2235 Legal Assistant/Scheduler**– North Tampa law firm seeks a First Party Property Legal Assistant/ Scheduler with experience in litigation to work in a fast paced and growing environment. This is an in-office position. Must have working knowledge/experience with: Word, Gmail, 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-paced 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.

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

- Maintain Attorney's calendars.
- Make basic decisions within established procedures under supervision.
- Schedule 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 on a timely basis.
- 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.
- Opening Files in Case Management Software.

This is a great chance for candidates to advance their careers and assist the firm in growing its business. Salary is commensurate with experience and competitive benefits package offered.

**#2234 & #2221 Legal Assistant | Insurance Defense (GAINESVILLE & ORLANDO)**- Regional law firm headquartered in Tampa is immediately seeking an insurance defense Legal Assistant for its busy Gainesville and Orlando offices.

**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 and Background needed:**

- 2-5 years of experience (must have insurance defense)
- High school diploma or equivalent
- Excellent communication and interpersonal skills as candidate will be communicating directly with clients

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 generous benefits package and a collegial work environment.

**#2214 Corporate Legal Assistant –** Tampa office of a well-respected regional law firm is immediately seeking to hire a Corporate Legal Assistant to provide support to three attorneys, managing day-to-day office work, electronic filing, and prioritizing workloads. The ideal candidate will have strong organization and communication skills to preparing and formatting documents and correspondence, managing correspondence with clients, preparing client files, creating organizational charts and slide shows for meetings and presentations, maintaining attorney calendars, deadlines, conferences, and other meetings as requested. Additional duties include attorney time entry, billing, trust fund transfers, updating trust account ledgers, etc. with room for growth to perform work that is more elevated. Candidates would also dive in independently to solving legal and technical problems, while bringing a collaborative spirit to the team. Top-notch grammar, typing, proofreading skills, and superb time management are necessary for this position. Corporate law experience is preferred and at least one-year experience with Microsoft office is required including the use of Excel and PowerPoint.

Firm offers 11 paid holidays a year, free parking, options for medical, dental, and vision insurance, an FSA and HSA, 401(k), life insurance, and short- and long-term disability. Salary commensurate with experience, with potential for bonus pay.

**#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**

**#2135 & #2161 Insurance Defense Attorney (TAMPA & ORLANDO)** – Regional Tampa law firm 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.

**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.***