



## **APRIL 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**

**#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.

**#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.

**#2221 & #2234 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
- 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

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.

**#2249 Legal Assistant/Scheduler 1st & 3rd Party Property** – Boutique downtown Tampa law firm is immediately seeking an energetic Legal Assistant/Scheduler for their growing practice. The ideal candidate will have at least 5 years' experience, ideally in 1st and 3rd Party Defense Litigation. This position provides critical support to the office including administrative duties, case load management, and scheduling. Attention to detail, great organizational skills for pending numerous assignments as well as follow-up skills are required. Must have the ability to communicate clearly, accurately and tactfully and must have the ability to work independently in a fast-paced deadline driven environment. Strong knowledge of legal terminology, Court rules/procedures and E-filing procedures are a must.

### **Duties and Responsibilities include but are not limited to:**

- Assist attorney(s) by opening new files, calendaring deadlines, ensuring deadlines are met, and inputting information into case management systems as required by clients

- Scheduling depositions, hearings, mediations, and examinations under oath, as well as preparing any required documents for same and preparing hearing materials as needed to meet local rules and coordinating court reporters as needed
- Drafting all pleading shells, to include Complaint responses, discovery responses, outgoing discovery, subpoenas, and motions, as well as orders and correspondence as needed
- Responsible for filing all pleadings with the court using the E-filing Portal as well as county specific software as required
- Research file documents to determine and identify relevant information and witnesses
- Draft subpoenas for non-party documents, including organizing incoming documents, and responding to requests for copies
- Maintain attorney's calendar, to include coordinating phone calls, hearings, depositions, reinspections, deadlines (to include trial deadlines if applicable), etc.
- Responsible for learning various client software systems and ensuring documents are uploaded or downloaded as required
- Assist with gathering and organizing file documents, policies, and documents received from outside sources
- Send and respond to correspondence/email from opposing counsel, vendors, clients, the Court, etc.
- Process vendor invoices according to client requirements
- Ability to work effectively independently and prioritize multiple projects and tasks
- Other tasks and projects as may be assigned

**Qualifications:**

- High level of self-motivation
- Bachelor's Degree preferred
- Minimum of five years of experience as a legal assistant/paralegal in the first party and third party defense litigation arena
- Familiarity with e-filing systems, the Florida Rules of Civil Procedure, and general litigation procedures
- Knowledge of day-to-day operations of a legal office
- Computer literacy
- Proficiency in English language
- Excellent secretarial and organizational skills
- Working Conditions:
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, keyboards, scanner, telephones, and copiers.

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

**#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.

**#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.**

**#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.

**#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**

**#2251 Litigation Associate (Tampa, Fort Lauderdale, Jacksonville)-** Florida-based insurance defense firm is currently seeking motivated attorneys with 1-3 years of experience in insurance defense for positions in Fort Lauderdale, Jacksonville, and Tampa. Matters handled include construction defect, general liability, auto, premises, personal injury, and wrongful death.

Firm provides a salary commensurate with experience, semi-annual bonuses, and a comprehensive benefits package including health, dental, life, and 401(k).

**Job Requirements:**

- Billing experience
- Florida Bar License must be in good standing

**#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.***