



December 2017

PARALEGAL OPPORTUNITIES.

#1109 - REAL ESTATE PARALEGAL Tampa office of respected national law firm has excellent opportunity available in Real Estate Practice Group. The candidate selected will provide assistance to attorneys and clients in all aspects of commercial real estate transactions and finance transactions. Primary responsibilities include reviewing, analyzing, coordinating and preparing title and survey matters, real estate documents and instruments to acquisitions and dispositions, including Purchase Agreements, banking and loans, foreclosures and work-outs; preparing and analyzing UCC, bankruptcy, litigation and lien searches; e-filing and electronically recording documents with Simplifile; producing title commitments, policies, endorsements and calculation, collecting and remitting agent and underwriter premiums; filing and maintaining corporate documentation with Florida Department of State; coordinating document execution; coordinating and attending real estate closings; maintaining electronic client files; and managing all real estate post-closing documentation. Candidates with a bachelor's degree or paralegal designation preferred. A minimum of three (3) years' work experience as a Florida paralegal is required. (Equivalent work experience may be considered in lieu of a bachelor's degree.) Candidates should be proficient in MS Office, Delta View and ACRIS. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM.

#1132 - LEGAL ASSISTANT/PARALEGAL (CONTRACTS/REAL ESTATE). Seeking a Legal Assistant/Paralegal for in-house opportunity to work with privately held company in North Tampa/Carrollwood area. Ideal candidate will exhibit knowledge of drafting legal documents related to ground leases, subleasing, acquisitions, and regulatory matters; review surveys, abstracts, title and other data for accuracy; prepare correspondence; maintain legal files and ensure document preservation of all original documents; provide support for in-house counsel as needed to perform the daily tasks associated with matters as they arise. Qualities important include attention to detail; strong written and oral communication skills; able to work efficiently and complete tasks within time-sensitive deadlines; track pending tasks to successfully accomplish them and provide status updates when requested; able to review, revise, and format documents; title & survey knowledge helpful. Software skills include MS Office (Outlook, Word, Excel, Access) for documents and database and Westlaw for case law and statutory research. Team player, friendly office environment with generous compensation and benefits package. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

#1143 - FAMILY LAW PARALEGAL with a minimum of 5 to 10 years of related experience needed immediately for busy well-established South Tampa law firm that specializes in family law. The position requires knowledge of legal terminology, legal documents and records management, familiarity with the local Court systems as well as the Family Law Rules of Procedure. Must be able to work a file independently from initial intake through trial, including all areas of mandatory disclosure, Financial Affidavits, discovery and related financial data, preparation of family law pleadings and be familiar with and capable of calculating child support guidelines, alimony alternatives and equitable distribution charts. Computer skills necessary to complete duties include MS Office 2010 (Word/Outlook/Excel), Client Profiles/Aderant/Total Office, and FINPLAN (all modules). Collegial environment with a nice group of professionals. Competitive salary and benefits package including paid parking, health insurance, disability, a generous PTO plan and paid holidays. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

#1171 - JUNIOR REAL ESTATE PARALEGAL – Clearwater. Private company with a large portfolio of fast-food restaurant chains has a fantastic in-house opportunity for a junior real estate paralegal well-versed in commercial real estate transactions. Responsibilities include extensive document and lease database management, franchisee/franchisor knowledge, franchise agreements, acting as liaison between company and landlords, expertise in creating and modifying lease agreements, managing contracts, assisting with title work, loans, acquisitions, development and sale of properties as well as closings. Position directly reports to the CEO, Vice President and Senior Real Estate Paralegal. Excellent salary package (\$45k-\$60k) with opportunities for bonuses, a competitive benefits package and a collegial work environment. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at

#1205 – MEDICAL MALPRACTICE DEFENSE PARALEGAL - Downtown Tampa law firm has immediate opening for insurance defense paralegal with 3 – 5 years' experience in medical malpractice, products liability, traumatic brain injury (TBI) and long-term care. Florida Registered Paralegal or college degree preferred. Experience with TABS and Practice Master a plus. Responsibilities include: Discovery – drafting responses, coordinating client production, gathering and organizing discovery, discovery to plaintiff, non-party production, including processing, organization, and review of records, calendar, monitor, and comply with discovery deadlines, filing of court documents; summarize medical records and prepare chronologies. Prepare attorneys for depositions, mediations and hearings; prepare cases for trial, including preparation of exhibit and witness lists, organizing exhibits and exhibit exchanges, coordinating witnesses for trial, expert identification, retention and liaison, scheduling, providing medical records to expert(s), discovery regarding Plaintiffs' experts; and maintaining an annual mandatory billing requirement of 1,650 hours. Competitive salary and benefits package, including health insurance, dental insurance, long-term disability, life insurance, 401K, Supplemental Aflac insurance available, 20 PTO days annually. Partial parking paid in downtown garage. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

#1188 – LAND PLANNER/REAL ESTATE PARALEGAL (PALM HARBOR) Boutique land use law firm is seeking a Land Planner/Real Estate Paralegal with cell phone tower experience to join its busy and growing firm. Qualified candidates will have a minimum of five plus years of experience in land use and zoning and be able to do the background and client analysis work as to the location and viability of area for a cell phone tower installation (flagpole) prior to the attorney addressing the Zoning Board or the client. Must be familiar with easements, land planning, mapping and surveying and all related real estate documents associated with land use/planning. This position will be a temp-to-hire starting on a part-time basis working three days per week (with flexible hours) from 8 to 4 or 9 to 5. Salary commensurate with experience. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

#1203 – FIRST PARTY PROPERTY LITIGATION PARALEGAL with at least five years of experience needed immediately for two busy attorneys of a Tampa based, national law firm. The ideal candidate will provide substantive assistance with various property damage litigation files, travel arrangements and correspondence. Must have the ability to multi-task, be very organized and "think on your feet". This position will require drafting of pleadings (ability to perform the requisite legal research necessary to write a pleading); respond to discovery requests including expert interrogatories, review discovery responses and find the "red flags", have the ability to read expert reports and extract information necessary for case strategy; document review, liaising with clients, witnesses and experts, bates labeling, preliminarily ascertaining which documents might be withheld under claim of privilege, and preparing privilege logs. Fast-paced and busy office with a collegial environment. Excellent compensation and benefits package. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

#1209 HEALTH CARE/REGULATORY LITIGATION PARALEGAL – Tampa office of well-respected national law firm seeks Paralegal with at least four to six years of State and Federal litigation experience to assist in the Health Care Law Department handling healthcare litigation and transactional/regulatory documents. Position requires working with clients/attorneys to prepare and maintain documents, administers multiple, deadline-sensitive case management duties, tracks project deadlines, identifying and applying various guidelines of differing jurisdictions. Other responsibilities in specific areas include:

Litigation:

- Finalizing filings and serving complaints (state and federal)
- Preparing discovery and responses
- Working with clients to gather responsive documents – both hard copy and electronic
- Developing and executing large-scale document productions and generating databases
- Locating witnesses and preparing subpoenas (both in and out of state)
- Preparing for and assisting at depositions
- Drafting various motions and correspondence to all parties involved
- Preparing for and assisting at hearings
- Working with expert witnesses to provide necessary documentation and information for their

- utilization in preparing expert reports
- Contracting and working closely with trial consultants regarding trial preparation and demonstrative exhibits
- Conducting research as necessary throughout the case
- Efficiently communicating with colleagues and clients on an ongoing basis
- Rendering full assistance at state and federal trials

Transactional:

- Assisting a team of attorneys with the drafting and proofing of various documents and contracts related to healthcare licensure and corporate work
- Assist with due diligence and other written and oral communications with clients and governmental agencies
- Perform research on federal and state legal issues including, but not limited to federal regulatory matters, state regulatory matters, compliance with health care laws, state reporting and disclosure requirements, HIPAA and licensure issues
- Act as a direct contact for and interact with clients and outside counsel
- Assist in maintaining orderly client files
- Other paralegal duties, as assigned

Government Regulations/Public Relations:

- Assist public affairs practice, in providing public and private sector clients with services at the federal, state and local levels

Education, Experience and Skills Required:

- Bachelor's degree in an ABA approved Paralegal program
- Strong understanding of litigation terms and technological skills including Microsoft Word, Excel, PowerPoint, some knowledge of the capabilities of litigation software such as: *CaseMap*, *Summation*, *Sanctions*, *Relativity*
- Superior research skills, including the use of online services, 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
- Ability to work independently and maintain a high degree of confidentiality
- Priority will be given to those with public relations and governmental regulations experience

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#1164 - FAMILY LAW PARALEGAL with a minimum of 5 to 10 years of related experience needed immediately for busy well-established Brandon law firm. The position requires knowledge of legal terminology, legal documents and records management, familiarity with the local Court systems and Florida Family Law Rules of Procedure. Must be able to work a file independently from initial intake through trial, including all areas of mandatory disclosure, Financial Affidavits, discovery and related financial data, preparation of family law pleadings and be familiar with and capable of calculating child support guidelines, alimony alternatives and equitable distribution charts. Computer skills necessary to complete duties include MS Office (Word/Outlook/Excel) and have an excellent typing speed. Collegial family oriented environment with a nice group of professionals. Competitive salary and benefits package including 100% employer paid health insurance and parking, dental and vision at employee's cost (nominal), Life and AD&D Insurance, 401(k) plan, AFLAC Supplemental insurance, paid holidays and a generous PTO plan. Salary \$40-\$50k DOE. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM.

#1212 - LITIGATION PARALEGAL (TRANSPORTATION) - WINTER HAVEN. Excellent opportunity with a growing Law Firm seeking a Paralegal to support a Managing Partner and other attorneys who focus on transportation/logistics law, claims

litigation including personal injury and ADR, cargo claims and contract disputes. The ideal candidate will be a team player with an excellent work ethic and a positive attitude. Job requirements include but are not limited to assisting multiple attorneys with litigated, non-litigated, corporate and administrative proceeding matters throughout the State of Florida and elsewhere, assist with various daily tasks and filings, schedule in-person and telephone meetings, create tasks and calendar notifications, with reminders, for appointments and court deadlines, assist attorneys with setup of new corporations and LLCs in Florida and other states, register foreign corporations in Florida, file annual reports, obtain EIN numbers and preparation of other corporation documents for maintaining corporate books and any other necessary support in corporate structuring for clients. Litigation duties will include the ability to handle multiple types of litigation, including medical, civil collections, breach of contract, transportation issues, in multiple venues / jurisdictions, assist with drafting and finalizing multiple types of legal pleadings, discovery, administrative proceeding documents, mediation summaries. Knowledge and practical use of court rules for all state and federal courts and administrative agencies, such as OJCC, etc. Knowledge of preferences, requirements and rules of Judges in multiple counties. Knowledge and utilization of Florida's E-Portal filing system and ability to troubleshoot problems with same. Trial preparation, including setting up trial notebooks, preparation, filing and scheduling motions in limine, preparing and serving witness subpoenas, coordinating witnesses for appearance at trial, assisting with preparation of jury instructions, knowledge of Judge's preferences for trial including equipment, computer, cell phone usage and court reporters, attendance at trial with attorney. Professional demeanor and appearance with the ability to communicate effectively with clients and team members is essential. Must have experience with Microsoft Programs and law firm billing software; PC Law experience a plus. Very competitive compensation package, with benefits including health, vision, dental, generous PTO and 401(k). Positive and comfortable work environment. Salary DOE but generally \$40-\$50k. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

LEGAL/ADMINISTRATIVE ASSISTANT OPPORTUNITIES.

#1092 - LEGAL ADMINISTRATIVE ASSISTANT . AV rated Tampa law firm is seeking a Legal Administrative Assistant for their Corporate/Transactional department. The successful candidate will display enthusiasm and energy, and a willingness to learn in a fast-paced, client service oriented environment. Current law firm experience is a plus, must be able to perform clerical duties that include filing, scanning, electronic filing, online research, and maintenance of corporate records. Computer skills required include MS Office software (Word, Excel, Outlook, Access) and excellent communication and interpersonal skills. Firm offers competitive benefits and nice work environment - compensation commensurate with experience. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

#1193 - MEDICAL MALPRACTICE LEGAL ASSISTANT. Downtown Tampa law firm looking for a legal assistant with litigation experience in nursing home, products liability and medical malpractice defense practice areas. Experience with scheduling, case maintenance, and knowledge of procedures to assist with moving cases forward. Energetic and dependable with working knowledge of the following computer skills: MS Office, PracticeMaster, and TABS3. This firm offers competitive salary, a great working environment and top benefit package. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

#1200 - PLAINTIFF'S PERSONAL INJURY PRE-SUIT/ LITIGATION LEGAL ASSISTANT (BILINGUAL PREFERRED) needed for downtown Tampa Plaintiff's Personal Injury law firm to handle all aspects of pre-suit and full cycle litigation responsibilities. Duties include requesting and organizing medical records and billing, opening files quickly and managing a full caseload, drafting demand letters, extensive communication with clients, medical providers and staff members in the team. On the litigation side, qualified applicants will be adept in pleading preparations and court filings, managing attorneys' calendars, client communications and capable of handling a heavy caseload in all aspects of the litigation cycle from legal and factual research and investigation to document management and trial preparations. Candidate will be very proactive, detail oriented, have a strong knowledge of medical terminology, have a "teamwork" attitude and be able to function in a fast-paced work environment. Proficiency in Microsoft Office Word/Outlook and E-Filing required. Competitive salary and benefits package. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

#1204 – LEGAL ASSISTANT - FIRST PARTY PROPERTY LITIGATION with a minimum of five years of litigation experience needed immediately for two busy attorneys of a Tampa based, national law firm. Paralegal skills are useful, and successful candidate will be comfortable with and capable of handling all scheduling, pleading preparation, administrative duties from intake through litigation, trial preparations, coordinating travel arrangements, E-filing and transcription. Plaintiff/Defense first party property insurance experience is ideal. Fast-paced and busy office with a collegial environment. Compensation commensurate with experience and the firm provides an excellent benefits package. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

OTHER OPPORTUNITIES.

#1140 SALES ACCOUNT EXECUTIVE (FLORIDA). Nationwide (self-funded) legal funding company seeking to add a full-time Account Executive to their team! Ideal candidate will be energetic, eager to become a rising star in the legal funding/personal injury claims arena, and possess 'out of the box' thinking to grow their market. This company is known for its high ethical standards along with a fair repayment plan for personal injury victims. They offer a competitive base salary plus commission and benefit package. Potential for a sign-on bonus if you bring a book of business. Market area is entire State of Florida with concentration in South & Central Florida. Candidate should live in South Florida or Orlando area.

Responsibilities:

- Build relationships with personal injury law firms and plaintiff's attorneys in major metropolitan areas across the United States.
- Manage law firm accounts by providing top notch customer service.
- Qualify pipeline leads, ensuring progression of those opportunities through the sales cycle, and procuring/deepening relationships with law firms in order to over-achieve sales goals with your own organic lead channel.
- Exercise diligence in planning, follow up, and closing deals by working with law firm personnel to facilitate the accumulation and prompt return of requisite documents.
- Attend legal industry events and conferences. Travel may be occasionally necessary.
- Consistently perform the required daily activities to convert a robust pipeline of qualified opportunities.
- Continually add new prospects and accounts to pipeline to grow sales volume incrementally.

Qualifications:

- 2+ years of outside sales experience.
- Experience in the legal industry and / or relationships with personal injury law firms a huge plus.
- Proven ability to build and maintain relationships and generate sales via the phone.
- Driven to meet goals, generate results, and overcome objectives.
- Advanced business acumen and understanding of sales.
- Successful negotiations, presentation, and problem solving skills.
- Accurate and professional written and verbal communication.
- Demonstrated customer service orientation.
- Ability to think and act independently within a fast paced multi task driven environment.
- Strong organizational and planning skills.
- Proficient in Microsoft Office.
- Bachelor's degree or some college preferred.

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#1141 SALES ACCOUNT EXECUTIVE (TEXAS). Nationwide (self-funded) legal funding company seeking to add a full-time Account Executive to their team! Ideal candidate will be energetic, eager to become a rising star in the legal funding/personal injury claims arena, and possess 'out of the box' thinking to grow their market. This company is known for its high ethical standards along with a fair repayment plan for personal injury victims. They offer a competitive base salary plus commission and benefit package. Potential for a sign-on bonus if you bring a book of business. Market area is

entire State of Texas with concentration in the Dallas and Houston metropolitan areas. Candidate should live in Dallas or Houston area.

Responsibilities:

- Build relationships with personal injury law firms and plaintiff's attorneys in major metropolitan areas across the United States.
- Manage law firm accounts by providing top notch customer service.
- Qualify pipeline leads, ensuring progression of those opportunities through the sales cycle, and procuring/deepening relationships with law firms in order to over-achieve sales goals with your own organic lead channel.
- Exercise diligence in planning, follow up, and closing deals by working with law firm personnel to facilitate the accumulation and prompt return of requisite documents.
- Attend legal industry events and conferences. Travel may be occasionally necessary.
- Consistently perform the required daily activities to convert a robust pipeline of qualified opportunities.
- Continually add new prospects and accounts to pipeline to grow sales volume incrementally.

Qualifications:

- 2+ years of outside sales experience.
- Experience in the legal industry and / or relationships with personal injury law firms a huge plus.
- Proven ability to build and maintain relationships and generate sales via the phone.
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- Successful negotiations, presentation, and problem solving skills.
- Accurate and professional written and verbal communication.
- Demonstrated customer service orientation.
- Ability to think and act independently within a fast paced multi task driven environment.
- Strong organizational and planning skills.
- Proficient in Microsoft Office.
- Bachelor's degree or some college preferred.

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#1115 CASE MANAGER – LABOR & EMPLOYMENT. Busy and fast-paced downtown Plaintiff's Labor & Employment boutique has an immediate opening for a Senior-Level Case Manager, preferably with Plaintiff's employment law experience. Bilingual candidates a PLUS! The ideal individual will have strong case management and litigation skills in State and Federal Courts and will be able to expertly manage and move cases along with the knowledge and understanding of the file, scheduling, time deadline management and assisting the attorney on a step-by-step basis in all aspects of a case. Strong organizational and excellent client communication skills are a MUST. Candidates who enjoy a highly specialized and structured environment will excel in this position. Tech savvy individual with proficiency in Microsoft Office (Word/Excel/Outlook) and Trial Works is required. Excellent working environment with a collegial group of co-workers. Salary range in the \$50's plus and excellent benefits package including 100% employer sponsored health insurance and monthly parking. Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

#1213 - CLIENT RELATIONSHIP MANAGER /ADMINISTRATIVE ASSISTANT – WINTER HAVEN. Excellent opportunity with a growing Transportation Law Firm for a Client Relationship Manager/Assistant to Firm Administrator available immediately. The ideal candidate will be a team player with excellent work ethic and a positive attitude. Job requirements include: the ability to work independently with little supervision, experience in a law firm environment as a legal assistant or paralegal, knowledge of law firm billing procedures, and bookkeeping a plus. Additional skills will include client intake, opening new matters and closing matters, creating engagement letters and contingency fee agreements, assisting with accounts payables/receivables, travel coordination and any other tasks that may be delegated. Must have a desire to build strong relationships with clients and fellow firm members, have a professional demeanor and appearance with the ability to communicate effectively with clients and team members and have

experience and proficiency with all Microsoft Programs (Word/Outlook/Excel/PowerPoint) and law firm billing software with PC Law and Worldox experience a PLUS!!! Salary is \$40k with a generous benefits package including health, vision, dental, generous PTO and a 401(k). Limitless possibilities for advance and growth in this position! Please contact KIM AINSWORTH at 813-532-2594, KIM@HOODLEGALSEARCH.COM or apply online at WWW.HOODLEGALSEARCH.COM

Hood Legal is always seeking experienced attorneys – and we pay a referral fee to any candidate who refers a qualified, experienced attorney that we are able to successfully find a new position. At present, we are looking for attorneys with experience in the following areas of law:

Trusts & Estates
Foreclosure
Litigation (Commercial, Business, Labor and Employment, Construction and Real Estate)
First Party Property Damage Defense
Insurance Defense
Labor & Employment
Personal Injury
Medical Malpractice

Any practice group that would like to make a move from their current firm – Hood Legal is working with several national law firms seeking to expand their Tampa office with a successful practice group. Large, discretionary bonus paid to Candidate that assists in moving their own practice group to another firm through Hood Legal.