



SEPTEMBER 2018

PARALEGAL OPPORTUNITIES

#1337 TRUSTS & ESTATES PARALEGAL- TAMPA- Excellent opportunity available in the Tampa office of a high respected national law firm's Estates & Trusts Practice Group. The ideal candidate will provide assistance to attorneys and clients in all aspects of estate and trust administration. Responsibilities include maintaining beneficiary information, scheduling distributions, processing gifts and the receipt of new trust assets; researching fiduciary income tax, estate tax and probate issues; preparing documents to probate and administer estates; preparing gift and estate tax returns; administering trusts and non-liquid trust assets; and attending client meetings and maintaining frequent client contact for administration matters. Successful candidate will have a Bachelor's Degree and three (3) or more years of Florida estate and trust administration experience (equivalent work experience as an Estates and Trusts Paralegal will be considered in lieu of a Bachelor's degree). Working knowledge of income, estate and gift taxes, ability to work independently and in a team setting, ability to meet all required deadlines with minimum supervision and excellent oral and written communication, organizational and problem-solving skills are essential. Proficiency in estate and tax software and MS Office software including: Word, Excel, and Outlook. Exceptional benefits package and a salary DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1339 ENTRY-LEVEL LITIGATION PARALEGAL (TAMPA)- Downtown office of well-respected national law firm has an immediate need for an entry-level Litigation Paralegal for a busy Litigation department. The Litigation Paralegal provides services to attorneys and acts as a liaison between the attorney and the case files throughout all stages of litigation including pre-suit, investigation and case development, mediation, arbitration and trial. Responsibilities include general office and clerical duties, such as document production and trial preparation; organizing and managing case files including all documents contained within each file through case file tracking systems; may be assigned a particular task within a case or work on a case from start to finish; and perform other tasks as assigned. **Current enrollment in or successful completion of a paralegal certificate program required.** The ideal candidate will have strong time management skills; ability to work under pressure on time-sensitive projects; self-motivation; ability to work independently; ability to work effectively on a team and with all levels of personnel; excellent oral and written communication skills; knowledge of legal terminology, documents and the legal process; and high-level attention to detail. Firm offers a competitive salary and a comprehensive benefits package including health, dental, and 401(k). **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1343 INSURANCE DEFENSE PARALEGAL (ST. PETERSBURG) - Mid-sized established law boutique firm is seeking an experienced Litigation Paralegal to support a busy fast-paced, collegial environment insurance defense practice. The ideal candidate must have three to five years of experience in insurance defense. Must also be reliable, professional, and work well in a multi-person practice group. Strong litigation skills and ability to work with little supervision is important. Candidate must be experienced in drafting pleadings, maintaining files and have experience in expert retention, discovery and trial preparations, schedule hearings, depositions and trials as well as calendaring deadlines. Heavy caseload management and docket control skills are preferred. Intermediate to advanced proficiency in Microsoft Office Suite programs, Worldox, and TABS preferred. Firm offers a competitive salary, and a generous benefits package including medical and dental benefits, PTO plan, 401(k) and Profit Sharing. Salary \$45k plus DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1345 FAMILY LAW PARALEGAL (TAMPA) - Paralegal needed for boutique downtown Tampa law firm. **MUST HAVE AT LEAST 5 YEARS OF FAMILY LAW EXPERIENCE.** This position requires knowledge of the Florida Rules of Civil and Family Law Procedures, legal terminology, documentation and records management, familiarity with local Court systems, ability to analyze production and discovery documents, financial data, and preparation of appropriate pleadings related thereto including Financial Affidavits, child support guidelines, alimony alternatives, Marital Settlement Agreements, etc. Technical skills preferred: advanced proficiency in Microsoft Office (Outlook, Word and Excel), Aderant Total Office, TABS3 Timekeeping, Lexis Nexis and CM/ECF E-Filing. Excellent benefits provided, including health, disability and life insurance, IRA matching, as well as paid monthly parking. Salary DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1346 PLAINTIFF PI/MED MAL PARALEGAL (HYDE PARK) - Boutique law firm has an immediate need for an experienced Trial Paralegal. The ideal candidate will have with 5+ years of experience in Plaintiff's personal injury, medical malpractice and civil litigation trials. Self-starters with a positive attitude who are highly motivated and able to work in a fast-paced environment are essential. Qualified candidates will possess the following: knowledge of the Florida Rules of Civil Procedure and Florida Statutes, proficiency in drafting motions, pleadings, affidavits, etc., drafting and responding to discovery, all aspects of trial preparation, and excellent working knowledge of Microsoft Word, Excel, Outlook and Westlaw. Exemplary tenure with previous employers preferred. Excellent salary/benefits package. Defense experience ok. Must be a team player, with the ability to pick up the files and "run with them". Salary low to mid \$50's. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1348 PERSONAL INJURY/MASS TORT LITIGATION PARALEGAL (TAMPA)- South Tampa law firm currently seeking a Litigation Personal Injury/Mass Tort Paralegal, preferably with 10+ years of related experience, including all aspects of pleading preparation, discovery and heavy contact with clients, Court staff, opposing counsel and experts. Must be a team player who will work collaboratively with attorneys and co-workers and be able to pick up a file and "run with it. Technical skills required for this position include advanced proficiency in Microsoft Office (Word/Outlook/Excel), Aderant Total Office. Firm offers a competitive salary of \$50k+, generous benefits package, paid parking and a collegial work environment. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

LEGAL/ADMINISTRATIVE ASSISTANT OPPORTUNITIES

#1305- CASE INVESTIGATOR / CLIENT INTAKE- Downtown boutique Plaintiff's Labor & Employment firm is seeking a Case Investigator with at least 5+ years of law firm experience, preferably with labor & employment and litigation experience. The Case Investigator provides opportunities to the law firm by patiently listening to prospective new clients, systematically eliciting and recording the information from the prospective client (along with information which the firm requires a new client to provide). While interacting with the prospective clients, Case Investigators evaluate the information they have elicited and recorded against new client profiles which determine whether the prospective client can be assisted. This requires that Case Investigator learns the types of claims that the lawyers in the law firm handle and the specific details which are necessary to bring such claims. Case Investigators must be able to apply that learned knowledge in their telephone communication with prospective new clients in order to provide accurate factual information with which the firm can prepare demand letters and court filings without further interactions with prospective clients. Case Investigators must carefully provide prospective clients with accurate information about the firm's processes, including whether or not the firm can assist the client, and be able to persuade prospective clients that they may end their search for legal representation pending a final decision on representation. This position the candidate must function in a team environment, communicate effectively in written and oral communications, systematically record information and timely complete related tasks utilizing software for follow-up communication and scheduling. Case Investigators must also preserve the confidentiality of prospective clients. Advanced proficiency in Microsoft Suite and tech savviness are a PLUS! Firm offers a generous benefits package and compensation. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1309 LITIGATION LEGAL ASSISTANT (TAMPA)- Tampa office of well-respected law firm seeks a Litigation Legal Assistant with at least 5 years of experience in **complex commercial and civil litigation as well and labor & employment**. This individual will have ability to handle calendaring, scheduling, draft documents with limited guidance, having strong attention to detail is PARAMOUNT, able to accurately follow procedures in a timely fashion, strong file-management skills, ability to transcribe from electronic dictation, attorney time entry into accounting system (CMS or other similar programs) and handle billing, and be highly organized. Must be proficient in Microsoft Word, Outlook and Excel (a must), able to function in a team-oriented environment, handle travel arrangements for busy attorney, handle busy phones and conducting oneself professionally with sophisticated and extremely high-end clientele. This position supports a high intensity group so the ideal candidate will be an aggressive, yet respectful go-getter who takes the initiative in following up on open items and providing status updates as is needed, has excellent prioritization/re-prioritization skills (someone who is flexible); and be a successful multi-tasker. Excellent salary and benefits package in a collegial and professional working environment. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1320- OFFICE SERVICES SPECIALIST (SARASOTA)- Needed immediately for well respected law firm to handle standard mail processing tasks, including distribution of incoming mail/processing outgoing mail, copying/scanning projects, operate and troubleshoot issues on standard office equipment (postage machines, copiers, scanners, printers, fax machines, etc.), act as a liaison with the firm's technology services group to troubleshoot larger technology issues, order and maintain supplies, facilitate onsite file organization and offsite file archiving, stock and clean kitchen area, and prepare and maintain client conference rooms for meetings and events with an eye toward creating the perfect client experience. Seeking a go-getter who possesses a positive work ethic and loves what they do because they know they are on the front line in providing a high level of service to the attorneys, staff, and client's office. Must have great people skills, patience, and the ability to multi-task and prioritize. An individual who is proactive and confident in their commitment to clients by identifying what the teams and clients need and providing it. Hours are 8:30 a.m. – 5:00 p.m. with some flexibility needed for office events. Firm offers excellent benefits package, including paid holidays, vacation, and sick time, 401(k), health benefits and more. The ideal candidate will be required to do heavy lifting, sometimes up to 50 pounds. Salary DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1326 CIVIL LITIGATION LEGAL ASSISTANT (BRANDON) - Well-respected boutique law firm has an immediate need for a Civil Litigation Legal Assistant/Paralegal. The ideal candidate will have a minimum of five years of legal experience in civil litigation and reside in Brandon, Riverview, Plant City, or Temple Terrace, Florida. The primary responsibilities of this position will include preparation of pleadings and discovery, corresponding with clients, case management, assisting with hearing, deposition, and trial preparation, e-filing, e-service, calendaring internally and via JAWS, and corresponding with the Courts. Candidates should be able to demonstrate excellent communication skills, an ability to manage projects and to meet deadlines, a strong client service orientation, possess a good knowledge of local courts and associated filing procedures, and have a solid working understanding of the Florida Rules of Civil Procedure and Administrative Orders. Preference will be given to candidates with current law firm experience in relevant area of practice. Salary \$45k DOE, plus generous benefits package including 100% of the employee's health insurance premiums. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1332 LAW FIRM FILE ROOM CLERK / RECORDS ADMINISTRATOR- South Tampa law firm is immediately seeking an experienced File Room Clerk/Records Administrator to perform various administrative and clerical tasks. The ideal candidate will be comfortable undertaking a variety of activities in the office, including filing, organizing documents and will act as the primary backup for the reception, provide daily information management services for the legal and administrative staff, create files and folders (both physical and electronic), provide direct support for department members as part of a team environment. Reliability and a strong work ethic with great communication skills are a must. Familiarity with all necessary office equipment and procedures is also required.

Responsibilities

Process all routine customer service requests for information retrieval, file/folder creation, file/folder maintenance, etc. within the established time frames.

Answer, forward and screen phone calls as the primary backup for the Reception Desk.

Utilize office appliances such as photocopier, printers etc. and computers for word processing, document scanning, spreadsheet creation etc.

Maintain inventory control by ensuring locations scans and database reviews are routinely performed to provide an up to date audit trail.

Assist with the integration of new information coming from new clients.

Assist with direct file relocation efforts for intra office moves.

Address customer service issues requiring an immediate response in terms of information retrieval, rush requests or file/folder creation.

Perform quality control on all files either being received from, or going to, offsite storage.

Maintain the operational conditions by ensuring all re-filing is promptly completed, all files are well maintained and that all customer information is properly tracked.

Provide the Department Manager with the information needed for performance tracking and reporting needs.

Assist with the planning of projects that directly affect the office.

Perform other office duties as assigned

Required Education/Experience

Associates degree preferred

Five (5) years of information management experience and law firm experience preferred

Excellent communication skills, both written and verbal

Ability to reason and define a problem, present the issue and provide potential solutions

Working knowledge of Microsoft Office, especially Excel.

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#1333 LITIGATION FLOATER- SOUTH TAMPA- Full-service law firm is immediately seeking a Litigation Legal Assistant to serve as a Floater to provide support to attorneys and employees who are on vacation, medical leave, sick days, etc. This employee will be responsible for working on legal documents and other projects as the firm delegates and requires. Candidate must have advanced Microsoft Office (Word/Outlook/Excel/PowerPoint), an excellent typing speed and word processing skills as well as the ability to draft simple legal pleadings, schedule, and electronically file documents in State and Federal Courts. Candidate must have a professional demeanor and be well-versed in litigation matters. Five+ years of experience is required. Excellent firm with a great working environment. Salary in the \$40-\$45k range and a fantastic benefits package including medical, dental, 401(k) etc. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1340 LAW FIRM PART-TIME CLERICAL SUPPORT STAFF- Downtown Tampa law firm seeks a part-time Clerical Assistant to provide support for one department. This position will require the individual to organize documents, prepare closing binders, and other projects as needed. Flexibility to work weekend days is a MUST (in rotation with other assistants - perhaps two or more weekends per month; half work day). Some administrative responsibilities include scanning, copying, file room, inventory maintenance, etc. Candidate must have excellent Microsoft Office experience, typing and Word processing skills. Candidate must have a professional demeanor and be enthusiastic and motivated. General office or law firm experience is a plus, but not required. Excellent firm with a great, fast-paced environment. Possible opportunity to convert to full-time position. Salary DOE. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1341 TEMPORARY INSURANCE DEFENSE LEGAL ASSISTANT- Needed immediately for boutique defense law firm in downtown Tampa. Must have three to five years of experience in insurance defense matters. Plaintiff experience is also acceptable. The ideal candidate must be proficient with use of the Florida Courts E-filing Portal and PACER (CM/ECF), with practical application of state and local e-filing requirements. If you are polished, professional, and highly skilled with using JAWS to schedule and set court events and with contacting judicial personnel, counsel, and clients; and work well in a fast-paced environment – PLEASE APPLY. This position supports three busy attorneys with heavy caseloads and full court dockets. Intermediate to advanced proficiency in dictation/transcription, Microsoft Office Suite programs, and Perfect Law, AIM, and Client Profiles skills is best. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1325 IMANAGER / IT APPLICATION ANALYST (TAMPA) - Well-respected Tampa office of national law firm seeks an IT Application Analyst. The role consists of the development and support of a team where the ideal candidate is responsible for configuring, installing, and supporting the software applications used within the firm. The position will have a focus on assisting with the deployment and support of a new document management system (iManage). Duties will consist of leading the implementation and ongoing support of the iManage document management system, assisting with the planning, installation, configuration, testing, and support of firm software applications, developing and maintaining technical documentation, monitoring applications for software when needed. Being a support to the help desk. Other responsibilities may include IT vendor relationship, able to work a flexible schedule including nights and weekends. Commuting to other offices if need be. Must have good organization skills, good prioritization, excellent written and oral communication is a must, be an effective team player. May require some occasional standing, walking lifting and moving of objects. Requires manual dexterity to use computer, telephone and peripherals. A with a cohesive work environment and a generous benefits package. Salary \$60-\$80k DOE.

Education Requirements:

2 or 4-year degree in Information Technology, Computer Science or a related technical field or equivalent combination of education and related experience/training.

Deployment and support experience with the I Manage document management system.

Database management, SQL, and networking knowledge.

Project management skills.

Knowledge and proficiency in other law firm applications.

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#1327 IMANAGER / IT APPLICATION ANALYST (TOLEDO) - Toledo office of well-respected national law firm seeks an IT Application Analyst. The role consists of the development and support of a team where the ideal candidate is responsible for configuring, installing, and supporting the software applications used within the firm. The position will have a focus on assisting with the deployment and support of a new document management system (iManage). Duties will consist of leading the implementation and ongoing support of the iManage document management system, assisting with the planning, installation, configuration, testing, and support of firm software applications, developing and maintaining technical documentation, monitoring applications for software when needed. Being a support to the help desk. Other responsibilities may include IT vendor relationship, able to work a flexible schedule including nights and weekends. Commuting to other offices if need be. Must have good organization skills, good prioritization, excellent written and oral communication is a must, be an effective team player. May require some occasional standing, walking lifting and moving of objects. Requires manual dexterity to use computer, telephone and peripherals. A with a cohesive work environment and a generous benefits package. Salary \$60-\$80k DOE.

Education Requirements:

2 or 4-year degree in Information Technology, Computer Science or a related technical field or equivalent combination of education and related experience/training.

Deployment and support experience with the I Manage document management system.

Database management, SQL, and networking knowledge.

Project management skills.

Knowledge and proficiency in other law firm applications.

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#1334 LAW FIRM OFFICE MANAGER- Boutique downtown Tampa law firm has an immediate need for a full-time Office Manager (to support a Firm Administrator) with law firm experience and preferably, litigation experience to assist support staff, as needed. Duties of this position includes bookkeeping, marketing, facilities management, support staff management, handling HR functions, troubleshooting minor computer issues, performing client conflict checks, opening new client matters and any other administrative issues that require attention or are delegated by the Firm Administrator/Partners. The ideal candidate will be able to multi-task with efficiency, be detail oriented, a natural leader and have exceptional people skills. Technical skills required for this position include Microsoft Office (Word/Outlook/Excel) and accounting software programs including Orion. Firm offers generous benefits packages which include health and life insurance, 401(k) plan, paid parking, PTO and paid holidays. Salary up to \$50k depending on experience. **PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

#1347 EXECUTIVE /LEGAL ASSISTANT/PARALGEAL (TAMPA) - Downtown law firm has an immediate need for an Executive Legal Assistant/Paralegal to support its Managing Partner in both business and personal matters. Experience with bankruptcy, creditor's rights, complex litigation and trial/hearing preparation as PLUS! Must be able to prove a typing speed of 80+ WPM and be able to transcribe FAST oral dictation under pressure, compose pleadings, basic motions and discovery documents. Must be detail oriented, have a great vocabulary, experienced proofreader, and work well under extreme pressure. Must be able to comprehend professional office etiquette, follow directions, be able to multi-task and manage time efficiently and have a professional appearance and attire. Office skills required for this position are expert level in Microsoft Word, Outlook, PowerPoint, including Word shortcut keys, and experience in calendaring with Outlook as well as CM/ECF E-filing. Overtime will be necessary and some Sundays are required. Firm offers better than average salary with proven experiences and references, a comprehensive benefits package, health, dental, parking and 401(k). **If you do not have these skills along with a solid work ethic, please DO NOT apply. PLEASE CONTACT KIM AINSWORTH at 813-532-2594, KIM@INFINITYTALENTFL.COM OR JYLL GETER JYLL@INFINITYTALENTFL.COM or apply online at WWW.INFINITYTALENTFL.COM**

We are pleased to announce that **Infinity Talent Solutions, LLC** has recently acquired the company f/k/a Hood Legal Search, LLC and will be rolling out a new branding soon! **Infinity Talent Search, LLC** is always seeking experienced attorneys and 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 (Commercial, Business, Labor and Employment, Construction and Real Estate)

First Party Property Damage Defense

Insurance Defense

Labor & Employment

Personal Injury

Medical Malpractice

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.