



## **OCTOBER 2024 - JOB OPPORTUNITIES**

**WE APPRECIATE REFERRALS OF QUALIFIED CANDIDATES FOR OUR POSITIONS. IF A REFERRED CANDIDATE IS PLACED IN A FULL-TIME POSITION, WE GLADLY PAY A GENEROUS REFERRAL BONUS!**

**If interested in any of our positions, please contact us at (813) 857-6184 or apply on our website [www.infinitytalentfl.com](http://www.infinitytalentfl.com).**

### **PARALEGAL POSITIONS**

**#2218 & #2219 Insurance Defense Paralegal (Tampa & Orlando)** 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 and Orlando offices. Ideal candidates must be detailed oriented and possess:

- 3 to 5 years insurance defense experience
- Excellent writing and communication skills
- Organized, detail-oriented and a self-starter
- Familiarity with Florida Rules of Civil Procedure as well as Federal and Local Rules of the Middle District
- Ability to work well in a teamwork driven environment managing fluctuating priorities and deadlines
- Ability to capture billable time compliant with client guidelines
- Responsibilities will include, but are not limited to:
- Communication with clients, judicial assistants, attorneys, staff and experts
- Preparation of legal documents, correspondence, trial exhibits, presentation material for hearing and mediations
- Reviewing and analyzing medical, employment, billing and insurance claim records
- Providing litigation support to multiple attorneys

Firm offers a robust benefits package including health insurance, dental, vision and supplemental benefits as well as PTO, paid holidays and a 401k plan.

**#2217 Family Law Paralegal** – Family Law Paralegal needed with a minimum of five (5) plus years of related experience for a busy well-established and respected law firm in Dade City which is headquartered in Tampa. Position requires knowledge of legal terminology, legal documents and records management, familiarity with the local Court systems as well as the Florida Rules of Civil 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 365 (Word/Outlook/Excel), and Divorce Planning Software. Collegial environment with a nice group of professionals. Competitive salary and excellent benefits package including paid parking, health insurance, disability, generous PTO plan and paid holidays.

**#2223 & #2224 Corporate and Transactional Paralegal** – In-House Corporate Transactional Paralegal needed immediately for Legal Department of large non-profit hospice and home care-based health care organization. Paralegal will assist Assistant General Counsel and General Counsel in the drafting, execution and delivery of documents required to form, merge, or acquire, maintain, or dissolve business entities and corporate record keeping.

#### **Essential Duties:**

- Prepare and coordinate lien searches for target entities.

- Audit and prepare indexes of virtual data rooms.
- Prepare transaction related IRS forms such as 2848, SS-4, 2553, etc.
- Understand and summarize material provisions from a variety of transactional related contracts.
- Prepare and coordinate execution and filing of documents and agreements required to form various types of entities in every jurisdiction of Florida and United States (including, but not limited to, Articles of Organization/Incorporation, Operating Agreements/By-Laws, Minutes of the Incorporator, Subscription Agreements, Amendments, and Initial Member, Director, and Shareholder Agreements and Resolutions).
- Maintain annual corporate filings and governance. Prepare business and corporate applications, perform various tasks in connection with agency filings, licensures and other business requirements, assist in organizing information, compiling or reviewing due diligence information, drafting documents and executing complex transactions, i.e., credit facilities, public and private securities offerings, mergers, acquisitions and company reorganizations.
- Provide general legal corporate support by preparing leases, contracts, employment agreements, non-competition agreements, confidentiality agreements, etc.
- Prepare, search, review, and file Uniform Commercial Code filings.
- Prepare, coordinate execution and filing of documents and agreements required to merge limited liability companies or corporations (including, but not limited to, state filing forms, Agreement and Plan of Merger, authorizing resolutions and obtaining necessary tax clearances, if required).
- Prepare, coordinate execution and filing of documents and agreements required to convert limited liability companies or corporations (including, but not limited to, state filing forms, Agreement and Plan of Conversion, authorizing resolutions and obtaining necessary tax clearances, if required).
- Prepare, coordinate execution and filing of documents and agreements required to acquire limited liability companies or corporations (including, but not limited to, state filing forms, Purchase Agreements, due diligence schedules, promissory notes, and authorizing resolutions).
- Prepare and coordinate execution and filing of documents and agreements required to dissolve limited liability companies and corporations (including, but not limited to, Certificates of Dissolution, notification letters to state agencies, newspaper publications, authorizing resolutions and, subscription agreements and obtaining necessary tax clearances)
- Prepare and coordinate execution of documents and agreements required to reinstate limited liability companies and corporations (including, but not limited to, state forms and obtaining necessary tax clearances, if required)

**Other Responsibilities:**

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

**Education, Experience and Skills Required:**

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

**Benefits:**

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

**Schedule:**

- 8-hour shift Monday through Friday
- Ability to work remotely with flexible schedule

**#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.

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

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

**Primary Duties and Responsibilities:**

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

**Requirements:**

- Bachelor's Degree and at least 5 years of related experience, or equivalent combination required.
- Strong title and survey skills are required. Strong technical skills and excellent oral and written communication skills are required.
- Keen attention to detail.
- Ability to juggle multiple projects under tight time constraints.
- Ability to handle multiple tasks simultaneously without error, set priorities, and accommodate rush requests.
- Knowledge of legal terms and legal matters to determine whether forms submitted include all required related parties.
- Substantial analytical, evaluative, and problem-solving skills with keen attention to detail.
- Superior communication and customer service skills exercising courtesy and diplomacy.
- Ability to think creatively about new solutions and drive best practices.
- The position is full-time.
- Generally, works the core hours of the firm (9:00 am–5:30 pm) with the flexibility to work overtime.
- Physical attendance and punctuality at the place of work.

**#2197 – Healthcare Litigation Paralegal** – Small but mighty defense firm is seeking a Litigation Paralegal, preferably with healthcare or medical malpractice defense litigation experience. This position will support attorneys who represent hospitals, healthcare facilities and physicians in defending medical malpractice claims and other types of litigation. Duties to be performed will consist of investigations, pre-suit defense and defense of lawsuits through trial. The ideal candidate will have at least five (5) years of solid litigation experience, have superior organizational and be proactive. Candidate will be responsible for case management and all aspects of litigation from pre-suit through trial preparation including, but not limited to, communication with clients, expert witnesses, responding to discovery, background research, review of records, creation of summaries, and medical chronologies. Must have excellent Microsoft Office skills, strong writing and research skills including the use of online services, databases and the internet, e-Filing in State and Federal Courts, and excellent project and case management skills for managing and prioritizing multiple projects and deadlines. Fantastic firm with a collegial environment and a great team vibe. Competitive salary and benefits package.

**#2201 Commercial Real Estate Paralegal** – South Tampa boutique commercial real estate law firm dedicated to providing the highest quality legal services to a small group of high-quality clients, while maintaining a flexible, relaxed,

high-quality work environment is seeking an experienced Commercial Real Estate Paralegal with three (3+) years of experience with significant title and survey review to join its busy team.

### **Qualifications Required**

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

### **Qualifications Preferred**

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

### **Offering**

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

**#2164 Liability & Casualty Defense Paralegal (up to 2 days remote/week)** – Tampa office of national civil defense litigation firm is seeking a full-time Paralegal with Litigation and Casualty experience including products liability, trucking and transportation, commercial premises liability and construction related injuries.

- Are you an organized, detail-oriented Paralegal who wants to play an important role on our legal team?
- Can you manage fast-paced discovery, prepare for trial and independently maintain a caseload?
- If you're interested in advancing your Paralegal career and being appreciated for your skills, efforts and dedication, we want to hear from you!

### **Job duties may include:**

- Obtain, review and analyze documents, including medical records and financial records, tax and employment records, or any other relevant information
- Provide a medical record chronology
- Prepare for trial by preparing trial notebooks, exhibits, and witness files
- Compile evidence and supporting information by searching records, discovery documents, transcripts, libraries, and databases
- Manage files and documents
- Coordinate with support services and clients, opposing law firms, and courts
- Manage court docket calendar
- Generate status reports, logs, and indexes
- Correspond with clients and opposing law firms
- Legal research
- Research and analysis of case issues, including medical research of facts, medical articles, and expert articles.
- Communication of issues with experts and investigation and analysis of expert qualifications and experience, including prior transcripts, testimony and articles.
- Perform additional duties as required

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

- Excellent interpersonal and organizational skills
- High attention to detail and ability to multi-task
- Ability to prioritize and coordinate work
- Ability to maintain confidential information
- Ability to complete assignments within agreed deadlines by prioritizing workload

- Ability and willingness to learn new skills as they become necessary
- Practice and foster an atmosphere of teamwork and cooperation

**Job Requirements:**

- Minimum of 3 to 5 years of Litigation/Casualty experience.
- Bachelor's degree or an Associate's degree. Paralegal Certificate from an ABA-approved program is preferred.

**Firm offers a sound future, competitive salary, and an excellent benefits package including:**

- A comprehensive Health insurance package including: Medical, Dental, Prescription & Vision benefits
- A generous Paid Time Off policy and Paid Holidays
- 401K
- Paid parking
- Hybrid (remote/in-office) schedule

**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.

**#2220 & #2221 Insurance Defense Legal Assistant/Paralegal (Gainesville & Orlando)** -Legal Assistant/Paralegal needed immediately in the Gainesville and Orlando offices of well-established Tampa insurance defense law firm. The Legal Assistant/Paralegal 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
- Paralegal certification or relevant degree is a plus!

**#2162 First Party Property Legal Assistant/Scheduler** - New Tampa first party property law firm seeks a Legal Assistant/Scheduler with related experience to work in a fast-paced and growing environment. This is an in office position. Must have working knowledge/experience with: Word, Gmail, Westlaw, Adobe, and familiarity with Kofax (f/k/a Nuance) and Clio preferred but training will be provided.

**The applying candidate should have the following highly desired skills:**

- Strong computer proficiency.
- Verbal and written communication.
- Time management & planning.
- Ability to manage documents.
- Ability to work in a fast past environment.
- Solid attention to detail.
- Strong self-motivation.
- Ability to multitask and prioritize assignments for multiple attorneys.

- Solid character and judgment.
- High degree of professionalism.
- Ability to keep confidential case and client matters.
- Dependable.

Must have the ability to work in an office environment with the potential and capability to work remote while staying on task with minimal distractions. The ideal candidate will have litigation experience.

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

- Maintain Attorney's calendars.
- Make basic decisions within established procedures under supervision.
- Scheduling hearings, depositions, mediations, inspections, client meetings and conference calls.
- Ascertaining judicial and mediator requirements to appropriately coordinate with judges, opposing counsel, clients, mediators, vendors, and other entities in case.
- E-Filing via E-Portal, Pacer and CM/ECF, E-Service to opposing counsel.
- Ensuring deadlines are met.
- Calendaring deadlines, hearings, depositions, and mediations.
- Handle incoming mail, mail processing and saving to appropriate matter to facilitate necessary action.
- Drafting basic correspondence, memos and other legal documents.
- Word processing of pleading shells and form motions/discovery.
- Preparing and formatting documents for attorneys.
- Perform clerical tasks, including but not limited to organization of data, uploading of documents, and other tasks and projects as may be assigned.
- Other administrative tasks as requested by paralegals and attorneys.

**#2090 Insurance Defense Litigation Legal Assistant (up to 1 day remote/week after 90 days)** – Downtown Tampa law firm is immediately seeking an Insurance Defense Legal Assistant. The ideal candidate will have an enthusiastic work ethic and provide support to clients, attorneys and staff. Exceptional verbal and written communication skills are a must.

**Essential Duties and Responsibilities:**

- Transcribes dictation and legal documents through BigHand with intermittent time constraints, occasionally prepares correspondence on own initiative for approval of attorney. At the discretion of the Office Manager/Floor Supervisor, may be requested to assist with dictation outside of assigned attorney group.
- Maintains files; is responsible to assist with filing (sorting) or request file clerk assistance from Office Manager/Floor Supervisor.
- Responsible for scheduling depositions and various other meetings and appointments.
- Opens, reads, sorts mail for attorneys and ensures outgoing mail is timely prepared for pick-up/delivery.
- Enters attorney time entry according to established policies and procedures.
- Answers telephone, giving non-legal information when possible, refers calls to attorney and takes messages.
- Maintain attorney diary system.
- Requires knowledge of firm Policy Manual.
- May be required to make travel arrangements and hotel reservations for attorney.
- In an emergency, may need to deliver or collect documents for attorney at courthouse, other law office, etc.
- Scanning of invoices/correspondence/legal documents.
- Perform additional duties as requested.
- Required to maintain an acceptable and appropriate attendance record.

**Minimum Qualifications:**

- Must have High School diploma or equivalent.

- Ability to multi-task, organize and prioritize numerous tasks and complete them under time constraints.
- Proofread typed material for grammatical, typographical and spelling errors.
- Ability to transcribe dictation, meet standards of accuracy and neatness with reasonable speed.
- Must be able to greet individuals pleasantly and represent the firm in an efficient, mature and professional manner.
- Observes and maintains confidentiality of attorney-client relationship.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Firm offers a great working environment, competitive benefits package and salary commensurate with experience.

**#2222 Business Litigation Legal Assistant (Orlando)** - Orlando office of regional AmLaw200 firm is immediately seeking an experienced Business Litigation Legal Assistant. The perfect candidate for this position will have an eye for detail, strong organizational skills, and an understanding of business litigation.

Primary responsibilities include performing various legal administrative support duties, delivering high-quality service to clients, and exhibiting commitment to integrity and excellence. Candidates for the role must have a thorough knowledge of law firm and business litigation processes and procedures, information technology systems, research tools, and a broad-based understanding of the clients, matters, and associated practices. The scope of responsibilities includes prioritizing, managing, following through on multiple projects, and communicating effectively, courteously, and professionally with clients, attorneys, staff, and peers.

Firm offers a collegial work environment and salary commensurate with experience.

### **ATTORNEY/ASSOCIATE OPPORUNITIES**

**#1955 – Associate Attorney | Construction Defect** – South Tampa law firm is seeking an experienced Associate Attorney with construction defect or bodily injury defense experience. Florida Bar Admission is required, preferred if admitted to U.S. District Court, Middle and Southern Districts.

Firm offers a robust benefits package including health insurance, dental, vision and supplemental benefits as well as PTO, paid holidays and a 401k plan.

**#2161 Insurance Defense Attorney (GAINESVILLE)** – Regional law firm with an office in Gainesville has an immediate opening for an insurance defense Associate. Firm offers a competitive salary, comprehensive benefits package, and a collaborative work environment with opportunities to quickly gain trial experience. Candidates should have experience in defense litigation, or litigation experience including depositions, motion practice, hearings, and trial experience being a plus. Florida Bar Admission is required.

**#2051 Family Law Associate Attorney** - Prestigious downtown Tampa law firm is seeking a Family Law Associate with 2 to 5 years of litigation experience, family law trial practice preferred. The ideal candidate will be able to independently handle depositions, mediations and trial preparations. Must be organized, highly motivated, and have strong academic backgrounds. Salary is commensurate with experience and firm offers a general benefits package.

**Infinity Talent Solutions, LLC** is always seeking experienced attorneys for our clients. We gladly pay a referral fee to any candidate who refers a qualified, experienced attorney that we are able to successfully place in a full-time position. We are currently searching for attorneys with experience in the following areas of law:

Trusts & Estates	Foreclosure	Litigation	COA/HOA	Trial Attorneys	Insurance Defense
Labor & Employment	Personal Injury	Medical Malpractice	First Party	Property Damage	Defense



***For any practice group that would like to make a move from their current firm – Infinity Talent Search, LLC is working with national law firms who are seeking to expand their Tampa office with a successful practice group. A discretionary bonus will be paid to a Candidate who assists in moving their own practice group to another firm through Infinity Talent Search, LLC.***