



## Legal Studies Institute

### LEGAL EMPLOYMENT OPPORTUNITY

**Employer:** Deborah Doliner P.A.

**Address:** 7685 S.W. 104<sup>th</sup> Street, Suite 200

**Phone:** (305) 662-9997 **Fax:** (305) 669-8198 **E-mail:** dolinerlaw@bellsouth.net

**Position:** Paralegal      **Full Time** \_\_\_\_\_      **Part Time**      30 hours per week

**Area of Law:** Estate Planning, Probate and Guardianship

**Qualifications:** I am seeking a paralegal with the following qualities:

- Independent self-starter
- Motivated and energetic
- Excellent organizational skills
- Detail minded
- Able to multitask
- Excellent oral and written communication skills
- Loves numbers
- Proficient in Word and Excel

A minimum of three to five years probate and/or guardianship experience is required. Bilingual preferred.

**Duties:** The paralegal will be responsible for all aspects of operating an estate planning, probate and guardianship practice. The duties will include client intake, reviewing and organizing client files, conducting factual and legal research, drafting pleadings, preparing letters and legal documents and performing substantive legal work under the supervision of the managing attorney.

I am seeking an individual who will take the initiative to learn how to work with the probate code and probate/guardianship rules, enjoys performing administrative and organizational tasks and is not afraid to work with numbers. The ideal candidate will be proactive, take the initiative to organize work-flow, maintain client files, and use this position to grow within the firm and expand their abilities within the probate and guardianship area.

**Salary:** Commensurate with experience

**Firm Contact:** Deborah Doliner

**Method of Contact:** No calls please. E-mail or fax preferred

**Application deadline:** May 24, 2017

**Posted LSI Job Bank:** \_\_\_\_\_

**Fax completed form to (305) 348-2030 or email to legal@fiu.edu**