**JOB POSTING REQUEST FORM**

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| **REQUESTOR INFO:** |
| Name of Requestor: Roy Weinfeld | Title of Requestor: Attorney at Law |
| Telephone Number: 786-423-6898 | E-mail Address: rlw@weinfeldlaw.com |

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| **COMPANY PROFILE:** |
| Company Name: Roy L. Weinfeld |
| Company Address: 2665 S. Douglas Road, Suite 805, Miami, Florida 33133 |
| Telephone Number: 786-423-6898 | E-mail Address: rlw@weinfeldlaw.com |

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| **ABOUT YOUR JOB:** |
| Job Title: Legal Assistant  |
| Reports to: Roy Weinfeld | Title of Supervisor: President |
| Level/Pay Grade: $18 to 20/hr. | Type of Position: Office Support & Paralegal |
| Schedule (i.e. M-F 8am-5pm): M-F 9-5 | Hours per week: 20-40 |
| General Description of Job Duties: Provide attentive respectful positive attitude to the Firm’s Attorney and to colleagues. Support to Attorney in revising word documents, assisting client communications in Spanish and Brazilian Portuguese. Learning to draft firm documents for summons, complaints and related Firm forms for residential and commercial evictions, post-judgment enforcement, and commercial collections. Assisting in excel analysis of claims and PowerPoint presentations. |
| Work Experience Requirements: Strong command of English grammar and composition, Microsoft 365, including word, outlook excel and PowerPoint. Experience with drafting and e-filing State and Federal Bankruptcy documents. Spanish required. Brazilian Portuguese a plus. |
| Education Requirements: Strong command of English grammar and composition, Microsoft 365, including word, outlook excel and PowerPoint. Spanish required. Brazilian Portuguese a plus. |

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| Date requested: 3/1/21 | Closing date: 3/31/21 |