

Coral Gables boutique law firm is looking for an entry level or experienced full time legal assistant.

Must have basic knowledge of legal jargon and civil procedure. Must be organized, detail-oriented, punctual and professional.

Legal Assistant Responsibilities:

- File, organize, and manage electronic and hard copy files.
- Manage case files through Court programs (MyFLCourtAccess, CourtMAP, JACS, CMS, PACER, etc.)
- Analyze court papers and determine applicable deadlines
- Calendar meetings and deadlines independently
- Draft basic notices and correspondence

Work Hours

- 9:00 a.m. to 5:30 p.m.

Benefits

- 15 days PTO (effective after probationary period)
- Paid Holidays
- Medical Insurance paid in full (effective after probationary period)
- 401K (eligibility is effective after one year of employment)

Legal Assistant Qualifications and Skills

- Must know standard legal jargon
- Proficient in Westlaw, and internet search engines for research purposes.
- Proficient in Word, Excel, and Outlook
- Ability to manage electronic and hard copy files
- Strong interpersonal and organizational skills
- Excellent written and oral communication skills
- Team player

Education and Experience Requirements

- High school diploma or equivalent
- 3 years or more relevant experience is preferred

Interested candidates may email their resume at jrodriguez@gattorneys.com