

PARALEGAL & LEGAL ASSISTANT POSITIONS AVAILABLE

Boutique law firm located in Coral Gables, Florida looking for a full-time paralegal or legal assistant to begin immediately. Our firm handles Probate & Guardianship Administrations and Litigation, Estate Planning and Civil Litigation matters.

JOB DESCRIPTION: As part of our team, you will work closely with attorneys and paralegals to serve clients' needs, including:

- Scheduling and assisting attorneys in preparation for hearings, depositions and mediations
- Drafting legal documents and correspondences
- Efiling pleadings, motions, notices, etc., submitting Court Orders via CourtMAP and other corresponding Clerks' websites throughout South Florida
- Case file management and organization
- Scheduling client meetings, maintaining attorney calendar

QUALIFICATIONS:

- Must be bilingual.
- Excellent verbal and written communication skills with attention to detail and accuracy
- Excellent time management skills with the ability to multi-task

Direct legal experience not required. Salary commensurate with experience, plus benefits. Please send your resume to our office manager, Michelle Martinez, ACP, FRP (m.martinez@tdslawyers.com).