

## Job Description

**Job Title:** Litigation Paralegal / LLM Candidate (Civil Litigation / Personal Injury)

**Reports To:** Managing Attorney

**Location:** In-Person, Fort Lauderdale, Florida

**Employment Type:** Full-Time (35–40 hours/week), Exempt

**Michael Garcia, P.A.** is a civil litigation law firm dedicated to helping clients recover money, resolve disputes, and protect their rights—quickly and strategically. We represent individuals and businesses across a range of civil litigation matters, with a strong emphasis on accountability, precision, and result-driven advocacy.

Our firm is built on professionalism, teamwork, and pride in high-quality work products. We value individuals who take ownership of their responsibilities and thrive in a fast-paced litigation environment.

We are also **actively seeking LLM candidates**, preferably bilingual, who may have obtained their law degree in another country and are looking to join a U.S. law firm where they can meaningfully apply their legal skills and gain practical litigation experience.

If you are a motivated litigation paralegal or LLM candidate who takes pride in meaningful work and high standards, you will be a strong fit for our team.

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## Position Summary

The Litigation Paralegal / LLM Candidate provides high-level support across the full litigation lifecycle for an active civil litigation practice. Handling multiple active matters, the successful candidate will operate with a high degree of independence managing discovery, calendaring, filings, and client communications. This role requires exceptional organizational skills, strong knowledge of Florida civil procedure, and the ability to manage competing deadlines in an in-person, fast-paced environment.

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## Job Duties

### Pre-Litigation

- Assist with case intake, document review, and factual investigation.
- Request and track records, including police reports, medical records, billing records, and insurance information (where applicable).

- Draft client correspondence and status updates.
- Assist with preparation of demand packages and pre-suit communications.

### **Litigation Support**

- Draft, proofread, and e-file pleadings, motions, discovery requests and responses, notices, and subpoenas.
  - Schedule and calendar hearings, depositions, mediations, and statutory deadlines.
  - Organize exhibits, evidence, pleadings, discovery, and trial materials.
  - Maintain accurate and up-to-date litigation files (electronic and physical).
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### **Case Management & Operations**

- Manage case calendars to ensure strict compliance with court deadlines.
  - Maintain accuracy within the firm's case management system.
  - Ensure compliance with the Florida Rules of Civil Procedure and local court requirements.
  - Assist with legal research on statutes, rules, and case law as needed.
  - Identify and implement workflow improvements to increase efficiency.
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### **Required Knowledge, Skills, Abilities, and Other Characteristics (KSAOCs)**

#### **Knowledge**

- Strong understanding of Florida Rules of Civil Procedure and civil litigation practice.

#### **Skills**

- Proficiency in Microsoft Office (Word, Outlook, Excel).
- Experience with legal case management software.
- Strong drafting, proofreading, and organizational skills.

#### **Abilities**

- Ability to manage multiple cases and deadlines under pressure.
- Strong written and verbal communication skills.

- Ability to work independently while collaborating with attorneys and staff.

#### **Other**

- High level of professionalism, discretion, and attention to detail.
  - **Bilingual (English/Spanish) preferred.**
  - LLM candidates with foreign law degrees are encouraged to apply.
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#### **Required Education and Experience**

- Associate's degree in paralegal studies, Paralegal Certificate, Bachelor's Degree, **or LLM degree.**
  - 2–5 years of civil litigation or personal injury experience preferred (or equivalent legal training for LLM candidates).
  - Proven ability to manage competing deadlines and maintain accuracy in a fast-paced environment.
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#### **Preferred Qualifications**

- Advanced litigation experience.
  - Familiarity with South Florida courts and procedures.
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#### **Benefits**

- Paid time off and paid holidays
  - Competitive salary commensurate with experience
  - Professional, in-person work environment
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#### **Equal Employment Opportunity (EEO) Statement**

Michael Garcia, P.A. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation,

gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

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**Americans with Disabilities Act (ADA) Statement**

Michael Garcia, P.A. is committed to providing reasonable accommodation to qualified individuals with disabilities during the application and interview process.