

we have three positions available in our downtown Fort Lauderdale office:

Probate Paralegal - DFTL 0291

Probate Paralegal needed in our Downtown Fort Lauderdale office! The Paralegal plays a crucial role in supporting the Trust and Estates practice group and boosting attorney efficiency by managing information and aiding in the delivery of legal services, including client interactions. This position demands a proactive attitude to ensure tasks are completed on time, exceptional organizational skills, keen attention to detail, and the ability to excel in a high-volume, fast-paced environment. The Paralegal will be expected to track and record their own billable time. Minimum of three years' experience working at a law firm in a Trust and Estates Department.

Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Handle Trust and Probate Administration.
- Prepare Probate Pleadings, along with other legal documents.
- Marshal inventory and distribution of assets.
- Knowledge of IRS Forms such as gift tax (709) and estate tax (706) returns.
- Record documents and deeds with courts, E-Filing.
- Proofread all documents and correspondence for accuracy.
- Draft and edit legal documents for attorney review.
- Answer trust funding questions from clients. Coordinate the transfer of assets into trusts, including bank accounts, stock transfers and real estate deeds.
- Maintain financial records for the use of preparing tax returns and fiduciary accountings.
- Distribute estate/decedent's assets by contacting banks, brokerage houses, and appraisers.
- Classify clients' assets, coordinate the transfers of real property and non-qualified accounts into legal entities, and assist with the modification of designated beneficiaries for qualified accounts, life insurance, and annuities.
- Handles Timeshare Probate client calls and new client intake.
- Prepare, file, and record Timeshare Probate documents
- Speak directly with attorneys, clients, and other professionals to provide updates, collect information, and provide the feedback necessary to complete assigned cases and projects according to specified deadlines.
- Maintaining clients' files including preparing documents for signings.
- Filing of both physical and electronic documents.

- Finding and retrieving information from files.
- Assist attorneys and paralegals in preparation for meetings.
- Maintain confidentiality of client information.
- Manage information through various firm databases, including but not limited to MS Teams, Word, Excel, iManage, and other platforms.
- Track and record all billable time
- Ability to organize workflow and use time efficiently
- Ability to show strong attention to detail
- Other duties as assigned.

We have great benefits, most of which are effective on your first day:

- Heavily subsidized health insurance premiums
- Our health plan includes Firm paid HSA contributions ranging from \$600 and \$1,200 annually
- Firm pays 100% of employee only premium for dental and vision insurance and provides inexpensive options for dependents.
- Tax advantaged account options like Flexible Spending Accounts and Dependent Care Accounts
- Life Insurance, paid by the Firm
- Long-Term Disability Insurance, paid by the Firm
- Employee Assistance Program (EAP)
- 11 paid holidays (in 2026)
- Generous PTO for full-time employees
- Traditional and Roth 401(k) options from day one. Eligible for discretionary Firm matching contribution.

Trust and Estates Legal Assistant - DTFL - 0300

Trust and Estates Legal Assistant needed in our Downtown Fort Lauderdale office! The Legal Assistant plays a crucial role in supporting the Trust and Estates practice group and boosting attorney efficiency by managing information and aiding in the delivery of legal services, including client interactions. This position demands a proactive attitude to ensure tasks are completed on time, exceptional organizational skills, keen attention to detail, and the ability to excel in a high-volume, fast-paced environment. Minimum of three years' experience having worked at a law firm. Trust and Estates experience is required.

Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide legal administrative support to Trust and Estate attorneys and paralegals.
- Take client calls, connecting all incoming calls, including initial screening for potential clients.
- Responsible for all aspects of client intake including collection of all pertinent information, file opening, engagement documents, etc.
- Other duties as assigned.
- Schedule and coordinate meetings including videoconferences, and conference calls.
- Manage attorneys' contacts, schedule, and calendar.
- Assist attorneys and paralegals in preparation for meetings.
- Attend estate planning signings for clients when necessary.
- Maintain confidentiality of client information.
- Draft correspondence and send completed documents to client when necessary.
- Find and retrieve information from files.
- File both physical and electronic documents.
- Assist with all department billing and invoicing.
- Sort and distribute prebills monthly.
- Assist with follow up on AR collection.
- Process expense reports and check requests.
- Handle general correspondence.
- Heavy dictation.
- Manage information through various firm databases, including but not limited to MS Teams, Word, Excel, iManage, and other platforms.

We have great benefits, most of which are effective on your first day:

- Heavily subsidized health insurance premiums
- Our health plan includes Firm paid HSA contributions ranging from \$600 and \$1,200 annually
- Firm pays 100% of employee only premium for dental and vision insurance and provides inexpensive options for dependents.
- Tax advantaged account options like Flexible Spending Accounts and Dependent Care Accounts
- Life Insurance, paid by the Firm
- Long-Term Disability Insurance, paid by the Firm
- Employee Assistance Program (EAP)
- 11 paid holidays (in 2026)
- Generous PTO for full-time employees

- Traditional and Roth 401(k) options from day one. Eligible for discretionary Firm matching contribution.

Receptionist - Fort Lauderdale - 0302

We are seeking an experienced Receptionist for our Downtown Fort Lauderdale office! The Receptionist will provide administrative support across the Greenspoon Marder LLP organization. This role is the first person in the Firm to welcome and assist any guests visiting the office and provides assistance in streamlining operations. We are looking for applicants that are energized, have a pleasant personality, and ready to take initiative and assist in any way possible! The ideal candidate will have at least five years of experience, preferably in a law firm setting.

Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greet and welcome guests as soon as they arrive at the office.
 - Direct visitors to the appropriate guest/client check-in process for the office they are based out of
 - Utilize Firm directories to connect external users to the proper firm team member
 - Validate parking for guests
- Ensure reception area is tidy and presentable
- Utilize the BOC telecommunication system for connecting outside external users and internal users via the phone console operation.
- Utilize the calendar to prepare for any in office meetings that are to occur in their office location. Scheduling may be needed. Maintain office security by following safety procedures and controlling access via the reception desk (monitor sign-in sheet/electronic logbook, issue visitor badges)
- Keep updated records (includes receipts) of office expenses and costs, when applicable
- Perform other clerical receptionist duties such as receive, sort and distribution of daily mail/deliveries, filing, photocopying, transcribing and faxing, and other ad-hoc projects as needed
- Make coffee or provide water for the client

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- Tax advantaged account options like Flexible Spending Accounts and Dependent Care Accounts
- Life Insurance, paid by the Firm
- Long-Term Disability Insurance, paid by the Firm
- Employee Assistance Program (EAP)
- 11 paid holidays (in 2026)
- Generous PTO for full-time employees
- Traditional and Roth 401(k) options from day one. Eligible for discretionary Firm matching contribution.

GreenspoonMarder^{LLP}

- The name of the company is
- The pay range is not available to me and will be addressed if a candidate is called for screening and interview.
- The hours are 8:30 to 5:00 or 9:00 to 5:30.
- The location is downtown Fort Lauderdale, 200 East Broward Boulevard, Suite 1800, Fort Lauderdale, FL 33301.
- The qualifications are listed on each ad below.
- They can contact the HR Department.
- If they go on-line to the firm's website, there is an on-line application process for law students and professional staff, under the careers tab.

Greenspoon Marder is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

All inquiries will be kept confidential.