

Ivan A. Gomez, P.A.  
Columbus Center  
I Alhambra Plaza, Penthouse  
Coral Gables, Florida 33134  
Telephone: (305) 371-9213  
Telecopier: (305) 358-4658  
E-Mail: iag@ivanagomezpa.com

Looking for a highly motivated and responsible individual with a positive attitude to handle multiple tasks within law firm.

### **EMPLOYMENT OPENING**

**JOB TITLE:** Legal Assistant/Paralegal

**JOB DESCRIPTION:** Legal Assistant/Paralegal for sole practitioner-estate planning, probate, tax and corporate law.

- Scheduling meetings and keeping track of appointments
- Preparing, maintaining and managing client bills and client files
- Accounts receivable and payable
- Drafting and proofreading legal documents and correspondence
- Assist in Discovery and legal research
- Organize and maintain documents in paper or electronic filing systems
- Gather and arrange client data and other legal documents for attorney to review and case preparation

**REQUIREMENTS:** Bilingual (English/Spanish); Proficient in WordPerfect or Microsoft Word and fast typist. Must be self- starter.

**WORK SCHEDULE:** Permanent full or part time  
Monday - Friday, 9:00 a.m. - 5:30 p.m.

**SALARY:** Commensurate with experience.

**COMMENTS:** Very pleasant working surroundings