

Job Description:

- **Position Title:** Legal Assistant.
- **Location:** On Site - office address: 2828 Coral Way, Ste. 540, Miami, FL 33145.
- **Job Type:** Full Time (with some flexibility).
- **Key Responsibilities:**
 - **E-filing:** File legal documents electronically with the clerk of courts.
 - **Calendar Maintenance:** Keep track of important dates, schedule hearings, and ensure all deadlines are met.
 - **Litigation Support: Provide comprehensive support throughout the litigation process.**
 - **Medical Records Management:** Efficiently manage and maintain accurate records of medical correspondences and communications for each case file.
 - **Case Investigations:** Conduct and manage thorough case investigations.
- **Required Skills and Qualifications:**
 - **Litigation experience:** Drafting legal documents like: Complaints, Motions for Summary Judgement , responses to MSJ, Discovery.
 - **Legal research experience (a plus).**
 - **Highly organized, great attention to detail.**
 - **Excellent analytical skills.**
- **Preferred Qualifications:**
 - **Personal Injury experienced.**
 - **Med-Mal experience.**
 - **Bilingual (English - Spanish).**
- **Pay range:** \$42,500-\$60,000 (dependent on candidate's experience and skills).
- **Benefits:** 401k, Health Insurance - stipend, some flexibility w/time.

Please contact:

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