

Law Office  
Of  
**HERNAN HERNANDEZ, P.A.**  
330 SW 27<sup>th</sup> Avenue, Suite 203  
Miami, Florida 33135

Telephone: 305-774-5702

Facsimile: 305-774-5703

***LEGAL ASSISTANT JOB DESCRIPTION***

**Purpose of the Position:**

The legal assistant provides support to the firm by performing legal research, compile legal documents and evidence, and preparation for court proceedings.

**Duties and Responsibilities:**

- Answer, screen and forward incoming calls;
- Provide detailed messages to staff members;
- Update Calendar and Schedule Meetings;
- Perform other clerical receptionist duties, filing, photocopying, preparing files;
- Saving legal documents into respective physical and electronic files;
- Able to maintain a professional attitude and demeanor while dealing with difficult and/or complex clients;
- Draft Pleadings, Motions, Discovery Requests;
- Filing Documents with the Court;
- Highly Organized with ability to juggle multiple deadlines in a fast-paced environment;
- Communicate with clients regarding discovery (i.e. Mandatory Disclosure, Financial Affidavit, Interrogatories, and Requests for Production);
- Gather, Organize, and maintain documents and process production;
- Assist office staff with clerical duties as needed.

**Job Qualifications:**

- Strong customer service skills;
- Excellent verbal and written communication skills;
- Proficient on Microsoft Office, Adobe, Outlook, Calendar Management, Zoom;
- Ability to understand and follow written and verbal instructions;
- Spanish Speaker (Preferred)
- Comfortable multi-tasking

**Pay Rate:** \$12-17 hourly

Salary is commensurate with candidate's experience

**Supervisor:** Hernan Hernandez, 305-774-5702

Resumes for consideration are being accepted via Email to [Hernan@hernanlaw.com](mailto:Hernan@hernanlaw.com) and [Assistant@hernanlaw.com](mailto:Assistant@hernanlaw.com) .