

Levine, Schnepfer & Sandler, P.A. – Attorneys At Law

One Datran Center

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Summary:

At Levine, Schnepfer, and Sandler we are always seeking talented, motivated, growth-minded, and creative individuals. We are a small firm located in the South Miami area looking for a talented legal assistant to support attorneys and clients involved in Worker's Compensation cases. Their primary responsibility is to assist in the preparation, organization, and management of legal documents and information related to workers' compensation claims.

Responsibilities:

- Prepare legal documents including, but not limited to, pleadings, petitions, responses, letters, and notices to clients, opposing counsel, and carriers.
- E-file all court documents in the Division of Administrative Hearings.
- Prepare discovery documents and responses.
- Schedule client appointments, final hearing preps, deposition preps, mediation preps, and depositions.
- Contact clients, opposing counsel, doctors, and the judges' office to confirm appointments and schedule events.
- Obtain pertinent information from clients including medical and work status updates, doctor appointment information, documents, and other information needed to maximize client recovery.
- Manage firm financial accounts: creating deposits and reporting operating expenses.

Qualifications:

- Bilingual (required)
- Associate degree, certificate, or equivalent work experience (preferred).
- 2+ years of litigation experience
- Experience in personal injury, worker's compensation, or other injury practice areas (preferred).
- Excellent written and verbal communication skills.
- Must be able to multi-task.
- Applicable knowledge of motions, discovery, evidence litigation documentation, court rules, procedures, and practices.
- Extensive computer and database expertise.

Benefits:

- Medical Insurance
- 401(k) plan
- Paid Time Off
- Paid Holidays

Equal Opportunity Statement:

Levine, Schnepfer, and Sandler provides equal employment to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender expression or identity, or any other characteristic protected by federal, state, and local laws.