

**Richard A. Schurr, P.A.**

**Paralegal Job Description**

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- Excellent drafting and organizational skills
- Organized, self-motivated, with ability to work independently
- Experience handling files, including:
- Experience with Florida e-filing portal system;
- Good communication and customer service skills (must be professional and courteous);
- Ability to manage attorney calendar;
- Coordination of depositions with opposing counsel, judicial assistants and clients;
- Scheduling hearings with opposing counsel and judicial assistants;;
- Experience with online scheduling and Florida e-filing portal system; and
- Experience with preparation for Pre-Trial Conferences.
- CourtMap
- E-Filing portal
- CMS (Court Management System)
- Docusign
- Assisting in preparation of Hearing, exhibits & Trial binders
- Answer to phones & greet clients