

JOB POSTING

COMPANY PROFILE:

Company Name: Cecily Robinson-Duffie, Attorney at Law

Company Address: 13499 Biscayne Boulevard, Suite 210, North Miami, Florida

Telephone Number: 305-948-3050 E-mail Address: crduffie@mediationmiami.net

Website: www.mediationmiami.net

Firm Type: Small Probate / Real Estate Firm

JOB PROFILE:

Job Title: Paralegal Intern

Type of Position: Part-Time or Full-Time – In Office

Hours per week: Flexible

General Description of Job Duties: Assist Attorney and Full-Time Paralegal with Attorney/Client Communications and Correspondence with Court Staff and Legal Personnel; Assist with File Management, and Drafting Pleadings / Documents / Discovery

REQUIREMENTS:

Education Requirements: Paralegal Program Student

Work Experience Requirements:

Excellent communication and writing ability; organizational, analytical, and interpersonal skills; attention to detail; the ability to work independently and prioritize multiple projects; proficient in Microsoft Office; experience with Efilng Portal, CourtMap and other court platforms preferred

