

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: Legal Assistant / Paralegal

Type of Position: Full Time – In Office

Schedule: M-F 9 am –5pm Hours per week: 40

Level/Pay Grade: \$31,000.00 – \$50,000.00/ year

Benefits: Paid Sick Leave / Vacation; 401K

General Description of Job Duties: Attorney/Client Liaison, Manage files, Draft Pleadings / Documents, Filing of Court Documents

REQUIREMENTS:

Education Requirements: Paralegal Certificate or a minimum of 30 hours of college credits

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; one year legal experience; proficient in Microsoft Office; experience with Efiling Portal, CourtMap and other court platforms preferred; Notary Public or the ability to become licensed as a Notary Public

