



# FORD, DEAN & ROTUNDO, P.A.

TRIAL ATTORNEYS

## Legal Assistant/Paralegal Position Available

Ford, Dean & Rotundo, P.A., North Miami Beach, FL 33160. A law firm that specializes in nursing home negligence and medical malpractice for over 20 years!

Experienced Bilingual (English/Spanish) Legal Secretary/Paralegal needed for North Miami Beach law firm.

About the job: Qualified candidates must have a minimum of five years of litigation experience. (Plaintiff's Nursing Home Litigation a plus).

Secretarial responsibilities include but are not limited to: general secretarial duties, scheduling depositions, hearings, etc., maintaining attorneys calendars, e-filing and knowledge of court filing systems, preparing and drafting correspondence and e-mails to opposing counsel. Organizing and compiling binders for necessary hearings, depositions and trials.

Experience with Microsoft Word, Time Matters.

Competitive salary and benefits commensurate with experience.

Job Type: Full-time (9-5) 1 hour for lunch.

Benefits: 401K Match & paid health insurance (only for employee; additional for family members)

**If interested, please reach out to [Brittany@forddean.com](mailto:Brittany@forddean.com)**