

## **PARALEGAL JOB POSTING**

- Company:** Lisa A. Baird, P.A., 10271 Sunset Drive, Suite 103, Miami, FL 33173  
(close to FIU campus)
- Job Description:** Receptionist/legal assistant needed to answer phones, e-file documents, file documents within client folders, schedule hearings and mediations, obtain and organize client discovery documents. Advanced capabilities/room for growth include preparing financial affidavits and discovery responses.
- Pay Range:** \$18.00 to \$22.00, depending on experience level. We are quite willing to train applicant with no experience.
- Benefits:** Paid time off and paid federal holidays after probationary period. Pension, paid vacation time, and 401k match after one year of employment.
- Hours:** Required in-person attendance from 8:30 a.m. to 5:00 p.m. with a 30-minute lunch.
- Contact:** Barbara Hernandez to schedule interview at 305-595-8185. Resume required to be emailed to [office@lbpalaw.com](mailto:office@lbpalaw.com).