PARALEGAL/LEGAL ASISTANT JOB POSTING

Name of company:

Roberto Pertierra P.A.

Job Description

Roberto Pertierra P.A. is a small private law firm in Miami, FL. Our goal is to creatively and effectively advocate for our family law and criminal defense clients.

We are seeking a highly organized and detail-oriented individual to join our team as a Paralegal/Legal Assistant. As a Paralegal/Legal Assistant, you will provide essential support to our legal team in various administrative and legal tasks.

Responsibilities include:

- Assist attorneys with legal research, drafting, and preparation of legal documents

- Conduct interviews with clients and witnesses to gather relevant information

- Organize and maintain client files, including electronic and physical documents

- Prepare and file legal documents with courts and government agencies using E-Filing and CourtMaps.

- Coordinate and schedule meetings, depositions, and court appearances

- Manage calendars, deadlines, and reminders for attorneys

- Perform general administrative tasks such as answering phone calls, responding to emails, and maintaining office supplies

Benefits:

* Employee discount
* Free parking
* Paid sick time
* Paid time off
* Paid Lunch

PAY RANGE:

STARTING SALARY: $43,000.00 PER YEAR

Hours (if applicable)

MON – FRI

8HR WORK SHIFTE

Location

1. S LEJEUNE RD., SUITE 1105, CORAL GABLES, FL 33134

Contact (who they should contact if they have any questions or inquiries)

Attorney Roberto Pertierra

T: (305) 609-4416

[robertopertierra@gmail.com](mailto:robertopertierra@gmail.com)