

Job Description:

The Law Offices of Al Nicoletti is a boutique Florida real estate law firm, strongly focused on Probate, and is seeking a full-time paralegal who thrives in a fully remote environment, to assist a solo practicing attorney and full remote staff with the following essential responsibilities and duties:

Professional Responsibilities:

- Drafting legal documents such as Petitions, Motions, Affidavits, Orders, Cover Letters, etc.
- Prepare and file documents through The Florida Courts E-Filing Portal.
- Proficiency with DocuSign and Notarize.com.
- Familiarity with Clio billing software a plus, but not required.

Administrative tasks required:

- Communication with prospective or current/former clients.
- Gathering of proper documents for intake of new cases.
- Updating clients on active cases.
- Responding to emails and handling phone calls/voicemails.
- Scheduling appointments on the attorney's calendar.
- Scheduling hearings with Court in various counties.
- Communicating with Judicial Assistants/County Clerk Staff/Staff Attorneys.

Qualifications:

- Excellent organizational skills.
- Strong verbal and written English language communication skills.
- Aptitude for accuracy and detail a must.
- Ability to work independently.
- Strong time management.
- Ability to process and execute given instructions.
- Familiarity with Google Drive, Word and Adobe is a plus.
- Strong problem-solving skills.
- Proper remote work set up with high quality internet speed is required.

Work Details:

- Salary: TBD.
- 9-5 OR 8-4 work schedule.

All Inquiries:

Please email CV/Resume and a 1-2 minute introduction video to: al@alnicoletti.com. Any and all interviews will be scheduled via zoom.