



Legal Assistant

For over 20 years, Federated National, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an “A+” rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like Federated National and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals.

If you desire to be a part of Federated National, please take a moment to review the position responsibilities and requirements below for the position of **Legal Assistant** and submit your resume to HR-Recruit@FedNat.com.

Knowledge:

- Provide legal support to attorneys, including managing attorneys’ calendars
- Prepare legal documents and correspondence
- File legal documents through courts’ electronic filing system
- Schedule hearings, depositions, mediations, inspections, conferences, examinations under oath and other events as directed
- Timely and efficiently maintenance of case management data within case management program
- Manage task system to ensure timely completion of all tasks assigned and update deadlines accordingly
- Knowledge of the Florida Rules of Civil Procedure
- Must have complete knowledge of the Florida civil court e-filing system

Skills:

- Ability to schedule hearings throughout the state of Florida and be familiar with various court’s requirements
- Exceptional Interpersonal and communication skills; written and oral
- Initiative and ability to think logically, analytically, and critically
- Strong time-management and organizational skills
- Ability to multi-task while maintaining accuracy and due diligence in performance
- Strong computer skills with a penchant to adapt easily to learning new software and procedures

Education & Experience:

- Some college coursework preferred;
- 2-4 years professional industry experience – Legal/Litigation;
- Microsoft Office experience, a must.

Federated National is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.