



## Legal Assistant

**Department:** Claims

**Reports to:** Legal Assistant Supervisor

**Essential Functions:**

- 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.