



**Pay:** \$45,760.00 - \$72,800.00 per year

**Job Description:**

Downtown law firm on Seville Square- Immediate opening for experienced legal secretary/assistant/paralegal. Must be familiar with Florida E-filing portal system. Criminal and family law experience preferred. Must be able to multi-task, answer phones, check emails, scan and upload documents, download video, process incoming payments, write receipts, bill time and expenses, manage Attorney's Court calendar, schedule client conferences, coordinate hearings and depositions, process subpoenas, open and close files, draft pleadings, and correspondence from dictation. Clio, DropBox and West Form Builder experience a plus. Lawbility by eBillity experience helpful, but not required. Must be proficient in MS Word. Full knowledge of MS Office Suite preferable, but not required. Must have customer service-oriented work ethic and great follow-up skills. Responsible for maintaining client files including filing and indexing. Notary Public required. Must be able to work within systems in place and maintain neat and organized workspace. Free parking on site. Competitive salary and benefits.

**Summary**

As a Paralegal, you will be instrumental in supporting legal professionals by conducting thorough legal research, managing case documentation, and assisting with litigation processes. Reporting to attorneys, you will utilize your core skills in legal administrative tasks and document review, while also leveraging your experience in family law and criminal defense. Your proficiency in Microsoft Office and customer service will enhance communication and organization within the law office. Join our team to contribute to effective legal solutions and ensure the smooth operation of our legal services.

Job Type: Full-time

Benefits:

- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday

People with a criminal record are encouraged to apply

Application Question(s):

- How many WPM do you type?

Experience:

- Paralegal: 1 year (Preferred)

License/Certification:

- Paralegal Certificate (Preferred)
- Notary Public Commission? (Preferred)
- Driver's License (Preferred)

Ability to Commute:

- Pensacola, FL 32502 (Required)

Ability to Relocate:

- Pensacola, FL 32502: Relocate before starting work (Required)

Work Location: In person, 304 E. Government St. Pensacola FL 32502

Email resume to [michaelgriffithpa@gmail.com](mailto:michaelgriffithpa@gmail.com)