

Litigation Legal Secretary (Medical Malpractice) – FTL Office

Join a dynamic, full-service commercial law firm with five offices across Florida. We are seeking an experienced Medical Malpractice Legal Secretary with 3–5 years of experience to support our Fort Lauderdale attorneys in managing complex cases from presuit through trial and appeals. This role is ideal for a detail-oriented professional with strong litigation support skills who takes initiative, anticipates needs, and thrives in a collaborative team environment. Learn more about us at stearnsweaver.com.

Responsibilities

- Create, maintain, and organize both electronic and physical case files from the initial intake through the closing of the case.
- Prepare, format, and proofread legal documents, including pleadings, discovery requests and responses, and correspondence, ensuring accuracy and attention to detail.
- Assist with drafting and propounding discovery, including interrogatories and requests for production.
- Manage scheduling and calendaring of hearings, depositions, mediations and conferences
- Monitor and track all case-related deadlines, including court dates and filing deadlines.
- Support attorneys with trial preparation, including organizing exhibits, assembling trial notebooks, coordinating witness appearances, and assisting with depositions and hearings.
- File documents in state and federal courts (e-filing experience required)
- Perform administrative functions, including conflict checks, opening and closing matters, preparing engagement and cover letters, processing expense reports, entering attorney time, and coordinating travel arrangements.
- Coordinate meetings, conference calls, and Zoom calls.

Qualifications

- 3–5 years of legal secretary or legal assistant experience (medical malpractice preferred)
- Ability to work onsite in the Fort Lauderdale office
- Proficiency in state and federal court procedures, including e-filing.
- Strong proofreading, redlining, and document formatting skills
- Excellent organizational and communication skills
- Advanced proficiency in Microsoft Office Suite (particularly Outlook, Word, and Excel)
- Experience with Document Management Systems (e.g., iManage)
- Ability to meet tight deadlines and manage changing priorities
- Reliable, punctual, and self-motivated with a strong work ethic
- Must be a team player, willing to support other firm members
- Flexibility to work overtime when needed

To apply, please email your resume to legalrecruiting@stearnsweaver.com indicating the title and office of the position in the subject.

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