

Commercial Insurance Defense Legal Assistant –Ft. Lauderdale Office

Stearns Weaver Miller, a full-service commercial law firm with five offices across Florida is currently seeking a Commercial Insurance Defense Legal Assistant with 3–5 years of experience for our Fort Lauderdale office. The ideal candidate will possess strong litigation support skills and demonstrate a proactive, team-oriented approach. 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, responses, and correspondence. Pay meticulous attention to detail to ensure accuracy.
- Help prepare and propound discovery, such as interrogatories and requests for production. Gather and organize the necessary case materials, like medical records.
- Support attorneys by organizing exhibits, assembling trial notebooks, coordinating witness appearances, and performing other tasks necessary for trials, depositions, and hearings
- File documents in state and federal courts (e-filing experience required)
- Maintains attorney(s) calendars and emails through Outlook (i.e., scheduling appointments, calendaring). Actively monitor and track all case-related deadlines, including court dates and filing due dates.
- Performs a variety of administrative functions such as conflict checks, opening new matters, closing matters, preparing engagement letters, creating and filing expense reports, entering attorney time and preparing travel arrangements
- Coordinate meetings, conference calls, and Zoom appointments.

Qualifications

- 3-5 years' experience
- Willing to work onsite
- 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

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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