

Construction Legal Assistant

The Fort Lauderdale Office of Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A., is seeking an experienced full-time Construction Legal Assistant with a minimum of 5 years of experience to support multiple litigators and transactional attorneys in a legal assistant and administrative capacity. Performs various administrative and clerical tasks, including but not limited to responsibilities outlined below. Learn more about us at stearnsweaver.com.

Responsibilities

- Create, format, edit and proofread Word documents, Excel spreadsheets, and PowerPoint presentations
- Formatting briefs, pleadings, correspondences, and other legal documents
- Prepare shells for attorneys in preparation for all motions, discovery, and trial documents
- Prepare notebooks, exhibits, and other documentation as assigned
- File legal documents with state and federal courts (e-filing knowledge is a must)
- Proofread and cite-check legal briefs, while creating a Table of Contents and Table of Authorities
- Prepare and edit AIA contracts and custom contracts
- Prepare for trial by assisting paralegals and attorneys
- 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, preparing travel arrangements, and assisting with business development and firm projects
- Organize, update, and maintain paper and electronic client files
- Prepare and maintain pleading indexes within the document management system
- Maintain attorney(s) calendars and emails through Outlook (i.e., scheduling appointments, calendaring); maintain calendar for trial and discovery deadlines
- Manage and organize client contact lists in Outlook and the Marketing database; assist in supporting business development needs
- Coordinate and schedule meetings, conference calls, Zoom calls and depositions

Qualifications

- Minimum of 5 year's experience with at least 2 years focusing on Construction matters
- Experience with federal and state court procedures and e-filing requirements
- Must have excellent proofreading, document formatting, and redlining skills
- Must have excellent verbal and written communication skills
- Must have working knowledge and proficiency in using Microsoft Office Suite
- Must be punctual, meticulous, proactive, reliable and self-motivated
- Must have the ability to manage time, plan and prioritize various assignments/projects simultaneously, and communicate with team members to resolve conflicting priorities
- Must be a team player, willing to support other firm members

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- Ability to work in both an independent and team environment
- Experience with Worksite/Filesite document management system
- Flexibility to work overtime during the week and weekends, as needed

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

Stearns Weaver Miller is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, veteran status, marital status, citizenship, ancestry, pregnancy, familial status, actual or perceived status as a victim of domestic violence, dating violence or stalking, or any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws.