

## Land Development Paralegal

To apply, please email your resume to [legalrecruiting@stearnsweaver.com](mailto:legalrecruiting@stearnsweaver.com) indicating the title and office of the position in the subject.

**Schedule:** Full Time

Tampa Office  
401 East Jackson Street, suite 2100  
Tampa, FL 33602, USA

### Description

Stearns Weaver Miller has been named one of Florida's premier law firms with its [Land Development Department](#) earning a [Band 1 ranking in 2024 from Chambers USA](#). The Firm represents developers, investors and others in all areas of land development. Projects include commercial (offices, shopping centers, hotels), industrial facilities, mixed-use and residential development. Learn more about us at [stearnsweaver.com](http://stearnsweaver.com).

### **Responsibilities**

- Perform due diligence research including analyzing land use entitlements
- Prepare applications (e.g. comprehensive plan amendments, rezonings, special exceptions, variances, etc.) and related documents
- Coordinate closely with local government staff to process applications
- Maintain critical dates for all applications, due diligence efforts, and related project deliverables
- Order, review and analyze title documents, title requirements, title endorsements, title search reports, inspections, and surveys

### Qualifications

- 3+ years of experience as a paralegal preferably in land use or real estate
- Experience with state or local government agencies preferred
- Proficient with Windows-based software (Microsoft Word, Excel and Outlook)
- Strong verbal and written communication skills
- Ability to plan and prioritize various assignments/projects simultaneously
- Ability to work well under pressure in both an independent and team environment
- Strong attention to detail and follow through
- Flexibility to work overtime as needed

### Education

- Associate Degree required

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