Land Development Paralegal

The Tampa Office of Stearns Weaver Miller Weissler Alhadeff & Sitterson, P.A. seeks a paralegal with 3+ years of experience to assist with entitlements and transactions associated with land development.

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.

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

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.