

Legal Assistant

Newman and Tempkins PA - Miami Beach, FL

Contact: (305) 398-7760 Ext. 223

\$18 - \$20 an hour

Our firm is seeking a Legal Assistant to join our team. We're looking for an individual who has experience as a legal assistant and who is able to conduct research and perform general office duties as needed. This is a full-time position with excellent compensation and vacation time.

Responsibilities:

File lawsuits and other legal documents.

Perform legal research.

Prepare accurate legal documents.

Proficient in Word, Excel, and Electronic Filing of Court documents.

Job Type: Full-time

Pay: \$18.00 - \$20.00 per hour

Benefits: No health benefits

Free parking