

Legal Clerk

Overview:

Frazier & Bowles is seeking a full time Legal Clerk for our firm headquarters in South Tampa. The Legal Clerk will work in a fast-paced environment with the attorneys and staff to effectively support case work while always providing superior service to clients and business partners. The ideal candidate must be a professional, highly motivated, and organized individual with a positive can-do attitude. This is an excellent opportunity for a recent graduate that plans to attend law school.

Our team members must also be able to manage multiple priorities, pay attention to detail, and work well under pressure, along with the ability to work independently as well as part of a team to meet clients' and attorneys' needs, and must have the ability to process routine daily functions while being able to resolve sensitive issues and complex assignments.

Duties And Responsibilities:

- Answer incoming calls and resolve any issues with a high level of customer service
- Review mail and process and scan checks received on a daily basis
- Save emails and files to case management system on behalf of attorneys
- Manage hard copies of documents, as well as the electronic document system
- Prepare a variety of documents and correspondence
- Support E-filing
- Manage multiple email inboxes
- Support special projects from attorneys
- Uphold the standards of confidentiality at all time

Skills And Qualifications

- 2+ years of recent legal assistant/secretary experience
- Strong writing and communication skills with attention to detail
- Ability work in a fast-paced environment
- Proficient in the use of Microsoft Word, Excel, Outlook, Teams, and Adobe

About us:

Frazier & Bowles is a full-service Real Estate, Business Law, Insurance, and Litigation law firm representing residential communities. Given the continued growth of the firm, we are adding talented professionals to our team. If you are looking to be a part of a collaborative team, focused on finding innovative solutions and top notch client services, please apply today.

