

LEGAL ASSISTANT- SARASOTA, FL

POSITION TITLE: LEGAL ASSISTANT

JOB LOCATION: Sarasota – Workers' Compensation Department

MINIMUM QUALIFICATIONS: High school diploma or its equivalent. Highly organized and detail oriented with the ability to multitask, prioritize, handle a fast-paced environment, and manage workload with a great attitude in a team setting. Strong written and verbal communication skills. Workers' compensation/insurance defense experience preferred but not required. Position requires transcription.

SCHEDULE: Full-Time

BRIEF DESCRIPTION OF DUTIES: Transcribe dictated correspondence and various types of legal documents. Maintain calendar for assigned attorneys including scheduling of legal events such as court dates, hearings, depositions, mediations, etc. with courts and other involved parties. Data input of attorney time entries for billing statements. Use computer programs, document management systems and other technology to enhance job performance. Organize and maintain case files. Maintain the firm's core values of client commitment, honesty, integrity, accountability, teamwork, diversity, equity, inclusion, and belonging to support a positive work environment.

HOW TO APPLY: Submit a completed McConnaughay Coonrod employment application to: HR Department- Visit www.mcconnaughay.com to obtain the required application and additional information. Notify the Human Resources Department in advance if you require special disability accommodations to participate in the employment process.

McConnaughay, Coonrod, Pope, Weaver, & Stern, P.A. is headquartered in Tallahassee with offices in locations throughout the state of Florida and southern Georgia. We are a leader in providing litigation services to insurers and employers - including large corporations, mid-sized companies and small businesses. We are recognized for our defense work in workers' compensation, and the full spectrum of civil litigation. The firm provides a competitive benefit package, opportunities for professional growth, and understands the importance of maintaining an appropriate work life balance.

McConnaughay Coonrod is an At-Will Employer

McConnaughay Coonrod employs only U.S. citizens and lawfully authorized aliens who can provide evidence of their identity and employment eligibility as required by federal law.

Equal Opportunity Employer

McConnaughay Coonrod does not tolerate violence in the workplace.

Job Type: Full-time