



### **E-filing Legal Assistant Tampa, FL**

Tampa Law Firm is seeking a qualified Legal Admin/Assistant to support its expanding real estate practice in the Tampa area. The firm is proud to represent institutional and private lenders in foreclosure, evictions, title, bankruptcy, litigation, and REO. Collegial work environment and opportunity for growth within. Benefits and competitive salary commensurate with experience.

Job Type: Full-time

#### **Responsibilities**

- Electronic document filing (Efiling);
- Daily processing of documents to client systems;
- Daily communication with internal clients in a professional manner;
- Build and maintain positive relationships with clients, opposing counsel, court clerks, etc.

#### **Requirements**

- 1 or more years of data processing experience a plus;
- 1 or more years of law firm experience a plus;
- Legal experience in the foreclosure field is a plus;
- Ability to work in high volume, fast paced environment,
- Ability to maintain accuracy, be detail-oriented and highly productive;
- PC proficiency; Microsoft Office; Internet Explorer;
- Ability to communicate professionally, both verbally and in writing;
- Ability to work both independently and contribute in every aspect to a team environment.