

## Paralegal

### Job Description

The law firm of Coleman Talley LLP has an immediate opening for a fulltime paralegal in its Jacksonville, Florida office. The successful candidate must have a minimum of 2 years' paralegal experience in at least one of the following areas; estate planning, probate, real estate, or corporate transactions. Paralegal certification or college degree preferred; high school diploma required. Responsibilities include various phases of trust and estate administration, corporate and real estate transactions.

### Qualifications

- Ability to type 60+ wpm
- Strong organizational skills and ability to multi-task
- Possesses a sense of urgency
- Works both independently and as part of a team
- Proficiency in Word, Microsoft Outlook, Adobe, and Excel
- Self-starter; highly motivated
- Detail oriented
- High degree of professionalism

### Benefits

- Paid time off
- Health Insurance
- Dental
- Vision
- Life
- Disability
- Flexible Spending Account
- 401(k) including matching contributions

Coleman Talley LLP hires hard-working individuals with diverse backgrounds, and interests. We value our culture and are proud of our respectful and friendly reputation.

### How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at [jobopportunity@colemantalley.com](mailto:jobopportunity@colemantalley.com)

### About Us

Coleman Talley LLP is a leading mid-size law firm dedicated to providing trusted legal services for more than eight decades. Our comprehensive knowledge and experiences allow our team to serve a variety of legal needs across a wide spectrum of industries from our offices located in Valdosta and Atlanta, Georgia, and Jacksonville, Florida.

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