


SAMPLE

XYZ & Associates

123 Aviation Avenue, Suite 22-A
Coconut Grove, Florida 33134
Tel. (305) 555-6677
Fax. (305) 555-6789

FLORIDA WORK EXPERIENCE JOB DESCRIPTION


TITLE: LEGAL ASSISTANT



PURPOSE: To help the student assistant get a better understanding of the legal profession, learn legal terminology, make valuable networking contacts and learn the basic skills used in the legal world and in a legal office.

STUDENT'S DUTIES AND RESPONSIBILITIES: Assist attorneys in the preparation of legal documents, assist in client communications, trial management, assist in preparation of legal documents and pleadings and assist in preparation for trial.

JOB QUALIFICATIONS: This position requires a person who must be able to work under stress and deal with the public effectively in a professional manner. Computer knowledge such as power point, database and spread sheets is required. Also, knowledge of QuickBooks, time-slips, and other billing programs is preferred. A good understanding of the internet and e-mailing is a plus. Bilingual abilities are preferred but not required. The Student must be eligible for the FWEP program under Miami Dade College's requirements. Student employee must work a minimum of 20 to 25 hrs per week.



TRAINING PROVIDED: The Student will be provided with the information, terms used, procedures, access and training of the basics of the software programs used. They will be supervised, managed, and educated by the office manager and other staff.

JOB WAGE RATE: From \$8.00 to \$10.42: Commensurate with student ability.

NAME OF THE STUDENT'S SUPERVISOR(S): *Apply by contacting firm.*

John Smith, (305) 555-1234

Mary Johnson, (305) 444-1234