



LAW OFFICES OF

Rodrigo S. Da Silva

Law Offices of Rodrigo S. Da Silva, P.A. is looking for a Legal Assistant for its Miami Beach, Florida office to prepare legal documents, including briefs, pleadings, appeals, contracts, and legal correspondence; investigate facts and law of cases and search pertinent sources to determine causes of action and to prepare cases; meet with clients and other professionals to discuss details of the case; file pleadings with court clerk; prepare for trial by performing tasks such as organizing exhibits; prepare demand letters on behalf of clients; prepare cover letters for immigration cases; prepare, organize, and classify all supporting documents for immigration petitions. Requires: knowledge of civil law systems sufficient to analyze foreign client documents. Send resume via mail only to Attn: HR LRSD 777 Arthur Godfrey Rd. Suite 402, Miami Beach, FL 33140.