

TrialWorks Case Management Software  
1550 Madruga Avenue, Suite 508  
Coral Gables, FL 33146  
800-377-5844

## **Description**

We are seeking Software Trainers to become part of a training team that is developing and delivering technical training & course materials for our Legal Clients. The ideal candidate must be able to create training courseware and user documentation, and then team-teach the materials to our client.

You will interact with customers to develop specifications for content of courses, prepares lesson plans and hardware/software documentation. You will work with management to ensure that course material reflect current product features. As the Trainer, you will instruct participants in both classroom and online sessions and maintain post training relationships with scheduled follow up's to determine applicability of course material to the day-to-day operations of the law firm.

This position requires an understanding of network infrastructure used in the law firm, which includes desktops, servers, printers, and scanners.

### **Duties & Responsibilities:**

Consult with customer to coordinate required training on TrialWorks Case Management Software.

Analyze new client previous data infrastructure and recommend transfer for data conversion purposes

Must be able to deliver training in a variety of settings with groups of up to 25 participants at client site, or one-on-one via online or by phone.

Work closely within the TrialWorks Case Management Software community to recommend modifications for improvement to the software.

Develop service handbooks, bulletins and guides based on changes and overall knowledge of product.

Work closely with the Sales and Management in an effort to provide a communication link between the customer and the company to ensure effective service is provided.

Present solutions to customers.

### **Qualifications:**

#### **Experience:**

TrialWorks Case Management Software.

Legal secretary or paralegal experience

**Requirements:**

Strong interpersonal & public speaking skills

Organized and capable of time management & budgeting

Excellent oral and written communication skills

Willingness to travel for client training/work, sometimes on short notice

Ability to travel outside the US (US Passport required)/ US citizenship mandatory

**Additional/Desirable Qualities:**

- Previous experience with current versions (2003-2013) of Microsoft Office (Outlook, Word, Excel); Office 365, Google Apps, Adobe Acrobat or Foxit Professional

- Additional knowledge of the following programs used in integration with TrialWorks:

- Quickbooks Pro
- TABS
- Juris
- PC Law
- eLaw
- MediConnect
- Summation
- Stamps.com
- DocuSign

**Education:** Associate's or Bachelor's degree in related field or equivalent experience.

**Travel:** 75%

**Company Information:** Lawex is a privately held corporation located in Coral Gables, Florida. Lawex develops, manufactures, markets and distributes TrialWorks Case Management Software for the legal profession. TrialWorks is a practical, efficient, easy-to-use, and economical case management solution for Law firms that want to expedite and improve effectiveness in the handling of litigation tasks. TrialWorks is nationally sold over 7500 active users. TrialWorks attracts sole practitioners to multi-user, multi-office firms.

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