

**JOB TITLE:**

Legal Assistant/Paralegal

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Occupational Disease

**REPORTS TO:**

Attorney

**SUMMARY:**

Under supervision, performs a variety of paralegal and secretarial functions from intake through settlement; including but not limited to client interviews, ordering and reviewing medical records, communications with clients, co-counsel and defense counsel, record keeping, research, writing, typing, and calendaring. In addition, incumbent would be responsible for the collection, organization and submission of all settlement documents, and claims packages, as well as identifying and working to resolve liens before facilitating settlement disbursements to clients, co-counsel and lien holders.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

“Essential functions” are primarily job duties that employee must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Set up, organize and maintain files for a variety of projects
- Set up, organize and maintain claims and settlement files and spreadsheets
- Monitor and facilitate the collection, organization and submission of all settlement documents, gathering of information and compilation of claims packages, initiate and/or track communications with Medicare, Medicaid and other lien holders to identify, track and resolve liens, as well as handle the disbursement of all settlement monies to clients, co-counsel and lien holders
- Processes multiple claims in a timely and organized fashion
- Review and/or edit documents to include drafting for accuracy and completeness
- Enter, transcribe, record, store, or maintain information in either written or electronic form
- Reviews data; reports findings, interprets results and/or makes recommendations
- Compiles and, as requested, analyzes reports for attorneys
- Completes special projects as requested
- Maintains, organizes and submits monthly expenses report for attorney reimbursement
- Maintains, organizes and submits monthly expenses and fee reports for Common Benefit Fund consideration in multiple litigations
- Answers all over-flow calls to attorney

**POSITION REQUIREMENTS:**

- A minimum of one (1) to three (3) paralegal work
- Experience with disbursements and settlements highly preferred

- Familiar with MS Office suite
- Previous experience in a fast-paced, high pressure environment preferred
- Bachelor's degree preferred. Paralegal certificate a plus.

**WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

**WORKING CONDITIONS:**

Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment guarantee. Motley Rice LLC is an equal opportunity employer. We participate in e-verify.*