

# CAREERS

**JOB TITLE:**

Claims Administrator

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Securities

**REPORTS TO:**

Attorneys and Paralegals

**SUMMARY:**

Under general supervision, performs a variety of accounting and administrative duties including preparation and submission of claim settlement packages, record keeping, and settlement disbursement management. Deals with multiple external class action settlement administrators as well as internal contacts in the Securities Fraud Practice Group. Strong record keeping and time management skills are required to plan, prioritize, and organize diversified workload.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree and at least two years of office work experience, or Associate's degree and at least three years of office work experience.
- Ability to organize and prioritize numerous tasks and complete them under court/administrator mandated time constraints.
- Ability to maintain and manage settlement documents, correspondence, and payouts throughout the lifetime of class action settlement claim.
- Must be able to prepare materials for submission to external claims administrators.
- Ability to work independently.
- Strong working knowledge of MS Word, Outlook, and Excel.
- Facility with numbers.
- Ability to communicate and work well with a variety of people.
- Ability to operate standard office equipment, including personal computer, copier, facsimile, and telephone

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

"Essential duties" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Facilitate full cycle of claims submission process with limited supervision.
- Prepare claim package documents according to specifications of external claims administrators.
- Prepare correspondence for clients.
- Maintain accurate records for all activities related to settlement claim submission, claim processing, Outlook correspondence and check disbursements.
- Review daily Securities Claim e-mail inbox, take action as appropriate, and maintain Securities Fraud Outlook files.
- Correspond with external claims administrators.
- Manage disbursement checks processing cycle including incoming check receipt, external administrator correspondence, record keeping, check submission for deposit, and quarterly disbursements to clients.
- Prepare monthly and quarterly settlement claim activity reports as requested.
- Process deficiency notifications, responses and corrections.

**WORKING HOURS:**

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

**WORKING CONDITIONS:**

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 contract. Motley Rice LLC is an equal opportunity employer.*