

*** Please include your desired position(s) with your submission ***

As one of the nation's largest plaintiffs' litigation firms, Motley Rice advocates for the rights of workers, families, consumers and investors and aggressively seeks justice for people and institutions harmed by wrongdoing and negligence. Our Firm has played leadership roles in some of the most significant cases to ever go through U.S. courts. We have the experience and depth of knowledge to take on innovative, cutting-edge litigation across a variety of practice areas.

*We have several **Client Services** opportunities available currently and are seeking motivated professionals to join our dynamic team and be part of a firm where your support skills will make a significant impact on our firm's success and reputation in the legal industry!*

Available positions include **Medical Records Request Specialist and Medical Records Review Specialist**. Both roles start at \$20/hr.

PREFERRED EXPERIENCE/SKILLS:

- Customer service experience, excellent customer support focus
- Experience working with medical records
- Experience in the legal field a super plus!

For ALL of these roles, exceptional attention to detail, reliability, organizational skills, the ability to successfully meet deadlines, and excellent communication are essential.

WORKING HOURS:

FT, M-F 8:30am-5pm or 9am-5:30pm.

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. We participate in e-verify.