

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 21-0306

JOB TITLE: Legal Assistant II

MONTHLY SALARY: \$4,245.34

POSTING DATE: April 5, 2021

LOCATION: 300 West 15th Street, 6th Floor, Austin, TX 78701

WORKING TITLE: Legal Assistant

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management (SORM) is looking for a Legal Assistant. This position is a key role in Litigation Management and provides support and assistance for others. As the Legal Assistant, you will work collaboratively with Legal Services' staff and a wide variety of other people. You will handle routine and advanced administrative and clerical tasks to support efficient and smooth daily operational needs. Your duties include performing tasks to assist others; providing polite and professional assistance via phone, mail, and e-mail; maintaining appropriate filing and tracking systems; managing calendars and assignment logs; making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace. As the Legal Assistant, you must actively engage with staff, directors, and executive management, provide assistance, and meet challenges directly and willingly. You must perform tasks timely and accurately and have a genuine desire to meet the needs of others. This position serves as the initial point of contact so you must ensure that all interactions between the agency and others are positive and productive. The ideal candidate will be customer-service oriented; value and promote teamwork; and be attentive to detail.

ESSENTIAL JOB FUNCTIONS

Schedules, monitors, and prepares document packets and litigation related documentation within statutory deadlines and in accordance with internal standards and processes. Accurately calculates deadlines and ensures deadlines are met and information exchanges and documentation comply with the Workers' Compensation Act and rules.

Maintains and updates detailed information on work assignments; scheduled hearings; workers' compensation disputes; litigation; and related matters.

Organizes case files and may prepare chronologies, fact summaries, and witness files. May perform redacting of confidential documents.

Assists with and/or prepares legal documentation and documentary evidence for workers' compensation administrative hearings, benefit review conferences, contested case hearings, medical fee disputes, medical necessity disputes, court trials; appeals of workers' compensation decision, orders, and judgments; subrogation lien recovery; subsequent injury fund requests for reimbursement; and workers' compensation fraud investigations.

Schedules, attends, and prepares attorneys and hearing representatives for hearings, trials, meeting, depositions, and docket calls.

Serves as the initial point of contact with internal staff and external parties regarding calls, documentation, meetings, disputes, hearings, litigation, and related matters. Handles requests for information and provides information verbally and in writing. Prepares written responses to routine requests. Exhibits polite and professional communication in person and via phone, e-mail, and mail.

Communicates with management on issues that may affect the agency. Confers and collaborates with others on a regular basis. Contributes to team effort by accomplishing results and providing assistance as needed.

Assist, prepares, and presents written and/or oral reports. Writes and distributes email, correspondence, memos, letters, faxes, and forms. May draft interrogatories, requests for production, requests for admissions, and requests for information.

Meets operational requirements for administrative and clerical tasks and expedites work results. Carries out administrative duties such as filing, typing, copying, scanning, and mailing.

Schedules and coordinates appointments and meetings and prepares agendas. Maintains calendars. Processes, directs, and distributes mail and incoming packages or deliveries.

Researches and books travel arrangements for staff.

May evaluate existing processes and make recommendations for process improvements and efficiencies.

May provide input into the development and revision of policies, procedures, and rules.

May assist in reviewing legal documents, legislation, administrative rules, and amendments.

May conduct training for relevant personnel.

Performs related work as assigned.

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent.

Experience: Experience in researching, analyzing and drafting documents. Experience with a system to assign, monitor and track cases/tasks. Experience and education may be substituted for one another.

Knowledge: Knowledge of clerical and administrative procedures and systems. Familiarity with legal terminology and research methods and techniques.

Skill in understanding, gathering, and processing information, in the use of office equipment, and in the use of a computer and applicable software.

Skill in conducting data searches, in customer service and preparing concise and accurate reports.

Skill in handling multiple tasks, prioritizing, and meeting deadlines.

Skill in effective oral and written communication [Writing sample required at time of application and administered at the time of interview]

Skill in exercising sound judgment and effective decision making.

Ability to conduct research; evaluate and relate findings; identify problems, evaluate alternatives, and implement effective solutions; to maintain effective working relationships; and to communicate effectively.

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to arrange for personal transportation for business-related travel

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 5%

PREFERRED QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with major coursework in law or a related field.

Knowledge: Proficiency in MS Office and Adobe.

Certificate: Paralegal or legal assistant certification

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX

THE SORM IS AN EQUAL OPPORTUNITY EMPLOYER