**Claims Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Claims Attorney to provide ethical, objective, and timely legal advice to other members of internal counsel and Claims partners on first-party claims, coverage matters, and/or liability defense claims coverage matters.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Work with internal counsel in conjunction with claims to strategize, implement, and manage litigation cases, including trial and expense control.
* Integral role in identifying, evaluating, and analyzing coverage issues with the ability to determine legal strategies and positions, while also providing advice on potential outcomes.
* Planning, taking, and defending depositions and examinations under oath, in coordination with internal counsel and claims.
* Preparing and responding to pleadings and discovery.
* Travel to attend motion hearings, arbitration hearings, and all other pre-trial matters
* Drafting and arguing post-trial motions and appeals.
* Negotiating high-level settlement agreements.

### About you

* JD required from an accredited law school.
* Admitted to practice, and in good standing, with [insert state] State Bar.
* Minimum of [insert number] years as an attorney handling matters involving insurance policies, coverage disputes, and litigation.
* Experience independently managing a caseload of complex insurance coverage and defense matters, working cases from beginning to end.
* Excellent research, writing, and presentation communication skills.
* Ability to think critically, analyze complex information, and problem-solve with expedience.
* Highly collaborative working style with demonstrated commitments to meeting individual and team goals.
* Strong customer service skills, the ability to collaborate with business partners to identify and implement solutions to complex business and legal challenges.
* Must be adaptable and computer savvy with an ability to navigate multiple systems.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]