**Worker's Compensation Paralegal 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 Worker's Compensation Paralegal to review claim documentation for compensability and subrogation issues; compute indemnity benefits and relevant payments; provides information and assistance to staff and clients employees, claims administrators, and medical and legal professionals.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Communicate with law firms and clients regarding their case to attain necessary documents and facts to make financial decisions
* Comfortable in assessing plaintiff's cases including MVA and Premise to determine the settlement value
* Proficient with the intake of case details including police reports, incident reports, policy limits, injuries, treatment, and value drivers to help to underwrite
* Learn all departments so you are cross-trained in Underwriting, Contracting, Funding, and Intake
* Work on multiple software systems including CRM, Financial Software, and other company needs
* Able to educate about our product/services to clients and law firms

### About you

* At least [insert number] years in a law firm handling Worker's Compensation claims
* Experienced paralegal comfortable underwriting and evaluating motor vehicle accidents, worker's compensation, premise liability, and other cases related  
  Strong communication skills
* Cautious and methodical in decision making
* Professional to handle clients that are in dire straits
* Strong customer services skill
* Someone who is decisive in processes and policies
* Excelling problem-solving skills and error resolutions
* Look history of consistent employment
* Able to handle intake calls
* Excel in a fast-paced environment

### 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]