

Workers Compensation Legal Assistant

About Us:

Spiros Law is dedicated to providing exceptional legal representation for those who have been seriously injured. Our clients come to us when their lives have been turned upside down through no fault of their own. They are often experiencing serious pain, grief, and financial hardship. Our team of exceptional attorneys and staff are passionate about changing our client's lives, making a real tangible difference, and fighting for the underdog. We are committed to providing compassionate, personalized, and high-quality legal representation. We understand that this is a calling and not a job. Learn more about what we do and our core values [here](#).

Position Overview:

We are looking for a highly motivated administrative assistant to join our already stellar team. Are you an optimist? Do you like changing lives? Making a difference? Do you cheer for the underdog? Us, too. Our assistants work in a collaborative environment providing support to our attorneys and clients. Together our team helps our clients through some of the most critical and difficult times in their lives. Assistants are provided training, support, and guidance along the way to ensure they can independently manage their day-to-day responsibilities including opening and managing electronic files, working in a web-based environment, editing and creating electronic documents, and scheduling meetings and calls. The sky is the limit in terms of the growth and learning opportunities of our administrative assistants. We are a law office, but non-legal experience is welcomed and encouraged. If you have workers' compensation experience, a strong work ethic, are motivated to achieve goals, and have an excellent ability to complete work with efficiency, confidentiality, accuracy, flexibility, and positivity, we are looking for you! A current or former insurance adjuster would be a perfect fit!

Responsibilities:

- Carefully review, organize, and maintain medical records, case files, and legal documents, ensuring all necessary information is at your fingertips.
- Assist attorneys by preparing legal documents, correspondence, and pleadings that meet high professional standards.
- Manage a caseload of workers' compensation cases, maintaining up-to-date records, deadlines, and communication with all parties involved.
- Establish and maintain professional relationships with clients, answering inquiries and providing updates on case progress.
- Prepare settlements, demands, and legal documents accurately and in a timely manner.
- Handle administrative tasks such as maintaining calendars and scheduling appointments.
- Provide status reports and recommendations to attorneys in preparation for and throughout all stages of the case.
- Review bills to determine if they are payable and related to the claim filed.
- Calculate benefits by using proper jurisdictions regulations.
- Report and obtain claim information and treatment updates.

Qualifications:

- At least 2 years of workers' compensation/insurance experience.
- A desire to learn, grow, and develop a long-term career.
- A well-rounded understanding of Microsoft Office (Word, Excel, PowerPoint, Outlook) and PDF editing, Canva, and other software is appreciated. At a minimum, a willingness, desire, and ability to learn to use technology.
- Must enjoy talking to people - both in person and on the phone.
- A keen eye for detail, editing skills, and the ability to solve complex problems.
- Reliability and Consistency, you are our backbone. This includes being there for the attorneys, the clients, and the entire team. We promise to be there for you too.
- Problem-solving skills and ability to think on your feet (we are always here to brainstorm right alongside you or answer questions on the fly).
- Anticipate needs and eliminate friction at work and home whenever possible. This means you know how to stay five steps ahead of your attorney, clearing the path for him to make their greatest contribution.
- Affinity for Technology. Our assistants will not be intimidated by learning new technology.

Benefits:

- Full-time schedule
- Competitive compensation packages
- Quarterly performance bonuses
- Paid vacation and sick time
- Employee health insurance
- Retirement plan

Schedule:

- Monday to Friday
- No nights
- No weekends