

Workers' Compensation Legal Assistant

About Us

Spiros Law is dedicated to providing exceptional legal representation for people whose lives have been turned upside down by injury. Our clients are often facing pain, grief, and financial hardship — and we stand beside them through it all. Our team of passionate attorneys and staff are committed to making a real difference, fighting for the underdog, and changing lives. We believe this work is more than a job — it's a calling.

Why This Role Matters

Workers' compensation cases generate large volumes of medical records, bills, and documentation — and every piece of that information matters for our clients. As a Workers' Compensation Legal Assistant, you'll ensure cases are organized, deadlines are met, and attorneys and paralegals have what they need to advocate effectively. Your role is essential in keeping cases moving and providing clients with the support they deserve.

Who Thrives Here

This isn't just about skills — it's about mindset. The Workers' Compensation Legal Assistants who thrive at Spiros Law are:

- Highly motivated and driven to make a difference
- Known for strong work ethic, consistency, and follow-through
- Positive, adaptable, and resilient when challenges arise
- Energized by being part of a stellar, collaborative team

What You'll Do

You'll make an impact by:

- Opening new case files and ensuring accurate initial setup
- Filing applications and other standard forms with the Commission
- Ordering medical records and bills and following up to confirm receipt
- Tracking and organizing medical records, bills, and correspondence in case files
- Confirming all bills and records are received and accounted for
- Assisting with bill evaluations and following up on outstanding balances
- Drafting straightforward demands under attorney/paralegal guidance

- Scheduling and tracking deadlines, appointments, and hearings
- Supporting attorneys and paralegals with administrative and case management tasks

What We're Looking For

We're looking for someone who:

- Has prior experience in an office, legal, insurance, or medical records setting (workers' comp experience a plus)
- Is highly organized and able to manage multiple files and deadlines at once
- Communicates clearly and professionally with clients, providers, and co-workers
- Pays close attention to detail and accuracy in records and data
- Is reliable, consistent, and proactive in handling follow-up tasks
- Brings comfort with Microsoft Office, PDFs, and case management systems — or is eager to learn quickly
- Thrives in a fast-paced, collaborative environment and adapts easily to change

What We Offer

- Health, dental, and vision insurance
- IRA Plan
- Paid time off and holidays
- Quarterly bonus program
- Salary range: \$37,500–\$50,000/year

We invest in our people because when you thrive, our clients thrive.

Ready to Apply?

Think you're not the "perfect" candidate? That's okay. If this role excites you and you want to make a difference, we want to hear from you. Join us and help us fight for the underdog. Send your resume and cover letter to jellars@spiroslaw.com.