



Job Title: Workers Compensation Paralegal

Department: General Counsel
Reports To: General Counsel
Grade: CA-18
Number of Days: 12 Months
Security Access: Mason Education Service Center
Current Date: May 24, 2016
Overtime Status: Non-Exempt

Position Summary: Assist workers compensation attorney with claim support, including communications with attorneys, district staff, adjustors and health care providers, pleadings, trial preparations, legal research, reports and other legal documents. Assist workers compensation attorney with file management duties.

Minimum Qualifications:

- Bachelors of science degree
- Certification as a paralegal by National Association of Legal Assistants or a comparable program approved by the American Bar Association
- Fifteen years successful experience in the legal field, with at least ten in workers compensation

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist workers compensation attorney with legal research, reports and other legal documents:
 - Develop data to ensure high quality pleadings, affidavits, subpoenas, exhibits, memoranda, correspondence and reports related to workers compensation matters
 - Draft, edit, file and locate pleadings, affidavits, subpoenas, exhibits, memoranda, reports, correspondence, reports and other legal documents related to workers compensation claims
 - Use legal, medical, regulatory and other resources to investigate workers compensation claims and other related subjects
 - Prepare fact analyses and assemble complicated packages of documents, medical information, claims analyses and other materials
 - File and locate legal opinions and court decisions as requested.
- Perform support duties for workers compensation attorney:
 - Initiate and respond to communications regarding workers compensation matters.
 - Coordinate and work with the administrative assistant supporting the paralegal and Workers Compensation Attorney

- Design and oversee the district's filing system and its management
- Ensure that appropriate interviews, depositions and meetings are scheduled
- Maintain the docket, calendar and claim information to quickly communicate the status of pending claims, key deadlines and requests for legal opinions
- Prepare indexes, fact memos, transcript and deposition summaries
- Work with outside law firms, when required, to assist with discovery and other matters with district staff, including but not limited to document and witness preparation
- Take minutes at meetings as necessary
- Perform related duties as assigned
- As needed paralegal support to Office of General Counsel if availability allows.

Skills and Abilities Required: The following characteristics and skills are important for the successful performance of assigned duties.

- Expert legal knowledge of workers compensation matters
- Ability to maintain a high degree of confidentiality
- Ability to creatively and proactively problem solve
- Ability to maintain a high degree of professionalism when dealing with district employees , patrons and the general public
- Expert organization
- Knowledgeable in the use of electronic filing, research and word processing tools.

Supervisory Responsibility:

- None

Working Conditions

- General office environment
- May require occasional travel to various district sites, offices of opposing counsel and other local travel

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