



**POSITION DESCRIPTION**

|   |   |
|---|---|
| <b>JOB TITLE: Paralegal (Finance)</b><br>Job Class:   |   |
| <b>DATE</b>   | Office of the Chief Financial Officer<br><br>Risk Management  |
| <b>BARGAINING UNIT:</b>   | <b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Non exempt |
| <b>Pay Schedule:</b> <b>Pay Range:</b> \$   | <b>Management Approval:</b>   |
| <b>POSITION SUMMARY and PURPOSE:</b><br>Assists staff of Insurance and Risk Management, including the Manager and Contracts Attorney in conducting activities related to the drafting and negotiation of contracts and preparation of other information related to workers compensation. Activities may include preparation of documents and information necessary to draft and/or negotiate contracts and obtaining information in support of litigation of workers compensation files. Performs support functions such as answering phones, filing, scanning, preparing correspondence and spreadsheet and, processing bills for payment. |   |

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Assists in coordinating and monitoring the district's workers' compensation and general liability program, including, property losses and liability claims program.
2. Assists in the preparation of reports relating to property and liability claims to proper insurance company; works with insurance companies and other departments as necessary to collect and process information.
3. Gathers and submits information regarding workers' compensation to the City of Milwaukee, Workers Compensation Division as necessary and maintains workers' compensation files.
4. Gathers information necessary for the preparation of contracts, leases, memoranda of understanding and other pertinent documents.
5. Assists in preparation of legal documents including contracts as assigned.
6. Screens and directs calls and greets visitors as appropriate; answers questions and provides information to the public; refers complaints and questions to appropriate department staff members or other departments for resolution.
7. Assists members of the public with questions relating to workers' compensation claims and procedures.

8. Prepares, reviews and makes appropriate distributions of memorandums, correspondence, reports, forms and other documents as assigned.
9. Maintains department files (including confidential workers compensation and personal injury files).
10. Performs office functions including making photocopies and fax transmissions; mailing correspondence and other documents and gathering, dating and distributing department mail.
11. Maintains calendar of workers' compensation hearings and related matters.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision is provided by the Manager, Contracts Attorney and the Safety Specialist.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Position requires an associate's degree or 60 semester hours of college work AND a paralegal certification. A bachelor's degree is preferred.

**Experience Requirements**

Three years of progressively responsible clerical and support experience in a high-volume legal or related environment. Previous public sector experience is preferable.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. Specialized language used in various legal documents is required. Knowledge of the principles and procedures of record keeping. Proficiency with MS Office to include Word, Excel and Access is necessary. General knowledge of insurance industry is helpful. Typing various reports, correspondence and legal documents. Discreet handling of confidential information. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. The incumbent should be organized and have outstanding analytical skills.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**