State Compensation Insurance Fund
Duty Statement

Position Information

Employee Name:

Position Title:
Graduate Legal Assistant

Program:
Subrogation

Work Unit:
Legal

Classification:
Graduate Legal Assistant

Report To:
Attorney, Assistant Chief Counsel

Collective Bargaining Identifier (CBID):
R02

Fair Labor Standards Act (FLSA) Status:
Covered, Work Week Group 2

Special Requirements

Conflict of Interest Designation: Not applicable.

Program Information:

The Subrogation Unit at State Fund is responsible for recovering cash and credit in workers' compensation claims where a third party is at fault for a work-related injury. Typical third-party claims involve car accidents, construction incidents, and slip-and-fall injuries. By ensuring that responsible parties bear the appropriate cost of loss, the Subrogation Unit helps State Fund and its policyholders thrive through high quality, assertive efforts and continuous innovation.

The Subrogation Unit's work directly reduces claim costs and strengthens State Fund's financial performance. Its strategic approach centers on delivering efficient and effective recoveries, collaborating with business partners, and maintaining strong operational practices that support State Fund's mission of organizational excellence within the workers' compensation industry.

Purpose/Scope:

Under the close supervision of an Attorney, Assistant Chief Counsel, the Graduate Legal Assistant assists Attorneys which represent State Fund in handling/litigating workers' compensation subrogation cases and assignments. The incumbent is expected to effectively work primarily on workers' compensation subrogation cases and assignments.

The Graduate Legal Assistant is expected to:

- Provide quality customer service in a timely manner.
- Maintain a high level of professionalism with the State Fund, its insureds, its clients, and the legal community.
- Maintain a safe working environment.
- Maintain good customer relationships with internal and external business partners and stakeholders.
- Properly maintain assigned equipment.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

25% Essential

1. **Conduct and Analyze Legal Research**
   a. Conduct legal research related to drafting of legal documents and memorandum with regard to Workers' Compensation Subrogation matters
   b. Assist with legal project work such as gathering data and compiling research.
   c. Conduct research related to subrogation, workers' compensation, and civil causes of action.

25% Essential

2. **Draft Correspondence and Legal Documents**
   a. Create legal documents, such as filings, trial preparation materials and mediation briefs in state and federal court and Worker's Compensation Appeals Board.
   b. Draft communication to clients, opposing counsel, insurance carriers, other agencies and vendors.
   c. Draft internal correspondence or reports

25% Essential

3. **Assist with Discovery, Depositions and Duties Related to Civil/Federal Court and the Workers Compensation Appeals Board**
   a. Assist with discovery including propounding and responding to written discovery, reviewing records, preparing for depositions and summarizing deposition transcripts and written discovery responses.
   b. Assist attorneys with case management and handling, including preparing internal reports and reviews and preparation for mediations/settlement conferences and trial preparation.

20% Essential

4. **Process Subpoenas**
   a. All tasks involved with the review, selection of documents and completion for service.

5% Essential

5. **Administrative Duties as Assigned**
   a. Report transactions, prepare reports and desired metrics, and perform other administrative duties as required
   b. Conduct inventory control, including but not limited to, case audits, case counts, reviews of files for destruction, and closure of files at the direction of the Assistant Chief Counsel.
   c. Maintain user mastery over State Fund's computer-based technology.

100%

Required Knowledge Areas:

- Working knowledge of legal principles and their application, the use of legal reference works, and legal terms
- Working knowledge of Legal Software (Lexis) and Microsoft Office

Required Skills and Abilities:

- Ability to analyze applicable legal principles and precedents and to apply them to assigned cases
- Ability to write effective and persuasive legal memorandums, petitions, pleadings. and appeals
- Ability to communicate professionally and effectively, verbally and in writing, with all customers and stakeholders
- Ability to prioritize and effectively work in a fast-paced work environment
- Ability to work independently and as a team member with co-workers and management to discuss, address, and resolve issues

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- Occasional movement of items up to 20 lbs.

Travel:

- Travel may be required.
- Travel to various work sites and locations for training and/or meetings.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.

Emergency call backs:

- Not applicable.

Work Hours:

- Work hours may vary.

Supervisor's Statement: **I have discussed the duties of the position with the employee**

Supervisor Name (Print):	Supervisor Signature:	Date:

Employee's Statement: **I have discussed with my supervisor the duties of the position and have received a copy**

Employee Name (Print):	Employee Signature:	Date: