

# PARALEGAL

## Recruitment #1701-0458DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF EMPLOYEE RELATIONS
<b>Open Date</b>	1/30/2017 1:35:00 PM
<b>Filing Deadline</b>	2/20/2017 11:59:00 PM
<b>HR Analyst</b>	Emily Keeley

## INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

*Note: The resulting eligible list from this selection process may be used to fill other vacancies in the City, including in the Office of the City Attorney.*

## PURPOSE

Under direction of the Worker's Compensation Manager, the paralegal performs a variety of services in support of worker's compensation litigation activities and functions.

## ESSENTIAL FUNCTIONS

- Summarize claim files, conduct research, collect and organize facts, prepare responses to applications for hearing and other litigation matters; interview and prepare witnesses and organize and respond to public records requests.
- Provide internal docketing services, file maintenance, and research; prepare written summaries of findings on matters requiring knowledge of the legal process and procedures, including the Department of Workforce Development State Statutes Chapter102 and Worker's Compensation issues.
- Summarize claim files, legal issues and defenses; collect and organize facts in connection with hearing preparation; identify and recommend strategy based on findings.
- Research and analyze relevant court decisions, legislative documents, and public records and brief the appropriate City and TPA staff regarding findings.
- Plan, develop and perform necessary analysis to respond to requests from management, the Office of City Attorney, and/or the Department of Workforce Development. Organize and respond to public records requests.
- Organize and manage complex litigation files and ensure that files are complete.
- Docket and maintain litigation calendar, including maintenance and business process mapping and cross referencing.

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- Prepare reports for management including status of litigation, legal opinion requests and worker's compensation claims.
- Perform administrative support functions such as mail distribution, customer service phone support, and editing department correspondence and forms.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

1. Bachelor's Degree in criminal justice, political science, business administration or a closely related field from an accredited college or university.
2. Two years of experience as a paralegal or research assistant performing duties closely related to this position.

**IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

*Equivalent combinations of education and experience may be considered.*

### **DESIRABLE QUALIFICATIONS**

1. Paralegal certification from an accredited program.
2. Worker's compensation experience.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of basic legal principles, legal research methodology and principals of legal analysis.
- Knowledge of and ability to utilize computer software programs including Microsoft Office Suite and data backup systems such as Evault and the ability to engage in electronic discovery.
- Ability to orally communicate complex legal issues.
- Attention to detail.
- Ability to prepare accurate and effective written communications, reports, documents, correspondence, and other job related written materials.
- Ability to function independently and to exercise judgment and discretion.
- Interpersonal skills, including building and maintaining effective working relationships with a variety of persons and dealing with others in a diplomatic and professional manner.
- Ability to analyze and organize data and files.
- Problem-solving skills.

## ***Paralegal (Dept. of Employee Relations – Workers Compensation)***

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- Ability to conduct legal research using all available resources.
- Ability to work under pressure calmly and effectively.
- Ability to multi-task, establish priorities and meet multiple deadlines and adapt to changing situations.
- Ability to maintain confidentiality and protect information in compliance with applicable rules and regulations.
- Ability to access information sources such as statutes, ordinances, decisions, legal articles and documents.

### **CURRENT SALARY**

**The current starting salary (PG 5JN)** for City of Milwaukee residents is **\$47,095** annually, and the non-resident starting salary is \$45,939 with excellent benefits.

### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **February 20, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.