

Job Title: Legal Risk Assistant  
Department: Legal / Risk Management  
Reports to: In-House Counsel  
FLSA Status: Non-Exempt  
Date: 09/22/2020  
Salary: \$33,383 - \$ 42,270

SUMMARY – Assists the Legal Department and Risk Management with support of all agency departments, responding to public records requests, subpoenas and production of documents. Assists in litigation and motion practice, claims management and related training programs of the Agency. Assists in preparation of legal documents and correspondence, loss control and tracking Agency contracts and agreements.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Include the following. Other duties may be assigned.

Assists the legal department paralegal and assistant with responses to public record requests, subpoenas, and document production related to court orders and litigation.

Assists In-House Counsel with claims and litigation monitoring, and settlement.

Interfaces with outside Legal Counsel in defense of litigated claims at the direction of In-House Counsel.

Works with In-House Counsel in drafting and receipt of documents, contracts, agreements, and other matters from other governmental agencies and third parties.

Assist with legal and other research, as requested by In-House Counsel and paralegal.

Retains a working knowledge of the various departments of the Agency and how they interact and operate as a whole within the Agency.

Assists the Risk Manager in preparing investigatory reports, case evaluation reports and claim summary reports.

Assists the Risk Manager in preparing loss analysis reports to apprise management of trends and causes of loss for control purposes.

Assists Legal and Risk in maintaining the Agency filing system for contracts, inter-governmental and other agreements, including tracking deadlines and terms.

Review information prepared by the department and others to verify accuracy, review for reasonableness and proper documentation.

Follow Agency guidelines for the preparation and safe keeping of agency records for audit and other compliance needs and adherence with Agency's record's retention policy.

**SUPERVISORY RESPONSIBILITIES** - This job does not have supervisory responsibilities assigned. The individual is responsible for implementing and achieving results through his or her own actions rather than the actions of others.

**QUALIFICATIONS:** To perform the job successfully, an individual must be able to perform each of the above essential duties satisfactorily. The additional requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM EDUCATION AND EXPERIENCE:** Bachelor's degree in a related field is preferred. An Associate's degree with at least two (2) years' relevant experience will be considered. A minimum of one (1) years' litigation, claims, or similar experience is required.

**DESIRED SKILLS:** Experience with maintaining public records. Working knowledge of HIPAA and other privacy laws. Detail oriented. Able to prioritize various deadlines among a large number of tasks. Demonstrated ability to read, understand and interpret legal, insurance and contract documents and forms.

**LANGUAGE SKILLS** - Proven written and verbal communication abilities. Ability to effectively present information and make appropriate recommendations. Ability to write reports and business correspondence. Demonstrate strong interpersonal skills with the ability to work with individuals at all levels, both internal and external.

**MATHEMATICAL SKILLS** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** - Ability to solve practical problems.

**CERTIFICATES, LICENSES, REGISTRATIONS** – Special consideration given for Notary Public or paralegal certification. Valid Louisiana Motor Vehicle Operator's License; proof of residency in St. Tammany Parish (voter's registration card); birth certificate (minimum age of 18 years); Social Security Card.

**COMPUTER SKILLS** - To perform this job successfully, an individual should have proficiency with computer applications, including Microsoft Office Suite and Internet.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to remain in a stationary position, use hands to finger, handle, or feel, and to observe and inspect. The employee frequently is required to communicate, converse and exchange information with others. The employee is occasionally required to stand, walk, and reach with hands and arms, and move items typically not weighing more than 20 lbs. Specific vision abilities required by this job include those typical to working with computers and document review.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job duties generally occur indoors. The noise level in the work environment is usually quiet.

**TRAVEL** - This position is primarily based in one location (Slidell or Covington), but occasional travel to other sites within St Tammany Parish will be required.

**SUMMATION** - Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.