

## **Job Description: Workers' Compensation Paralegal**

Ford Richardson, P.C. is based in Richmond, Virginia with satellite locations in Northern Virginia, Southwestern Virginia and Southeastern Virginia. The firm is composed of a team of seasoned trial attorneys with extensive experience handling commercial litigation matters in both state and federal courts. The lawyers at Ford Richardson also are recognized leaders in the field of workers' compensation defense.

Ford Richardson, P.C. is seeking an experienced Workers' Compensation Paralegal to fill a new position in their Richmond, Virginia office. In addition to the requisite experience, the ideal candidate will be organized, be able to prioritize tasks and consistently meet deadlines, and possess proven customer service skills.

### Responsibilities:

- Organize, properly index, and analyze medical records and other file materials. Maintain physical and electronic files for each assigned matter.
- Provide status reports and recommendations to attorneys in preparation for and throughout all stages of litigation.
- Carry a caseload of approximately 40 – 60 active files with multiple handling attorneys.
- Draft substantive correspondence to clients/other parties/courts, answers to discovery, and various pleadings.
- Maintain attorney calendars including scheduling depositions, phone calls, and mediations.

### Experience & Qualifications:

- College degree or equivalent work experience in a law firm.
- At least 2 years as a paralegal or legal assistant with comparable job responsibilities, preferably in workers' compensation/insurance defense.
- Practical knowledge of timekeeping software such as Juris preferred.
- Must be proficient in Outlook, Word, and Excel.
- Strong verbal and written communication skills are required.

Bilingual applicants are encouraged to apply. The position is full-time with benefits. Salary is commensurate with experience. If interested, please forward a resume, cover letter with salary requirements, and references to Jobs @ FordRichardsonLaw.com. No phone calls or agencies, please.

Job Type: Full-time