

**Oklahoma Farm Bureau & Affiliated Companies  
Job Description**

<b>Job Title:</b> In-House Legal Assistant/Paralegal		<b>Department:</b> Litigation	
<b>Accountable to:</b> Sr. Attorney		<b>Issued:</b>	<b>Revised:</b> 10/2023
<b>WC Code:</b>	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<b>Position Details:</b> <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

**Primary Purpose:** Provides legal support to attorneys through word processing, file management, scheduling, obtaining and organizing medical records, and by answering and making phone calls. The employee assists in preparing legal documents and in the overall preparation of cases for hearings and trials.

**Essential Duties and Responsibilities** include the following; however, other duties may be assigned.

1. Draft routine legal documents including a combination of the following: Notices, subpoenas and discovery documents such as interrogatories, requests for admissions and requests for production of documents.
2. Assist attorneys in responding to discovery. Gather and organize materials to be provided with discovery responses.
3. Coordinate and schedule client meetings, witness interviews, depositions, independent medical examinations, etc.
4. Obtain medical records, organize medical records, and summarize records.
5. Coordinate the payment of outstanding invoices, including invoices of medical providers, expert witnesses, law enforcement, court reporting services, etc.
6. Assist as needed in hearings and trial preparation.

**Competencies**

**To perform the job successfully, an individual should demonstrate the following competencies:**

1. Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully.
2. Interpersonal Skills - Maintains confidentiality; Acts professionally during interactions with others.
3. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and asks questions to receive clarification; Responds well to questions; Demonstrates group presentation skills.
4. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar errors; Varies writing style to meet the needs of different projects; Presents numerical data effectively; Able to read and interpret written information.
5. Business Acumen - Understands business implications of decisions.
6. Diversity - Shows respect for cultural differences; Promotes a harassment-free environment.
7. Ethics - Treats people with respect; Keeps commitments; Works with integrity; Upholds organizational values; maintains confidentiality.
8. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
9. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
10. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
11. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

12. Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
13. Quantity - Completes work in timely manner; Works quickly.
14. Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
15. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent;
16. Arrives at meetings and appointments on time.
17. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

### **Qualifications**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily.

The 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.

### ***Education and/or Experience***

Legal assistant certificate or one year experience and/or training; or equivalent combination of education and experience is desired.

- **Language Skills**
  - Ability to read, analyze and interpret routine legal documents. Ability to write and draft routine legal correspondence.
  - Ability to effectively present information and respond to questions from attorneys, clients and the general public.
  - Ability to obtain and organize medical records
- **Mathematical Skills**
  - Ability to add and subtract two-digit numbers and to multiply and divide.
- **Reasoning Ability**
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills**
  - To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.
- **Other Skills and Abilities**
  - Must have knowledge of secretarial, office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 1+ years related experience. Ability to maintain the highly confidential nature of legal work.
- **Certificates, Licenses, Registrations**
  - Legal Assistant / Paralegal Certificate preferred, but not mandatory.

**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 individual selected must be able to remain in a stationary position 50% of the time. The person in this position needs to move about inside the office to access file cabinets and office machinery.

### **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.

The worker is regularly in a typical office environment and is not exposed to adverse environmental conditions. The noise level in the work environment is usually moderate.

**\*Oklahoma Farm Bureau & Affiliated Companies is an Equal Opportunity Employer\***