



## **Paralegal - Personal Injury**

**Hartford, CT**

**Full-time**

The Carter Mario Law Firm has been helping personal injury victims throughout Connecticut for over 30 years. We are strong and growing! Our efforts to go above and beyond have resulted in countless successful results. We are seeking an experienced personal injury paralegal to join our Hartford team.

Responsibilities:

- Frequent interaction with clients in person and by phone
- Timely communication, follow up, and follow through with clients, attorneys, and medical providers
- Accurate and timely confirmation and documentation of case activity
- Obtain medical documentation, final reports, monitor liens, confirm balances
- Prepare demand packages for attorney review
- Prepare settlement statements for attorney review
- Prepare file status reviews
- Complete file opening and closing tasks
- Prepare and send correspondence
- Process scans/mail received daily
- Assist with phone coverage as needed
- Perform investigative tasks at the direction of the Attorney and/or Supervisor

Qualifications:

- 2+ years of personal injury paralegal experience
- Proven ability to provide paralegal support with pre-litigation cases
- AS degree in legal studies or paralegal certification preferred
- Extensive experience interacting with clients in person and by phone
- Professional written and verbal communication skills (grammar, spelling, tone)
- Excellent service skills
- Efficient time management skills
- Detail oriented and proactive
- Team player who can also work independently
- Proficient typing skills to navigate various software programs, phone system, the internet, Microsoft Office Suite, Outlook, and Adobe. Needles software experience a plus.

We recognize talent and reward results. We provide opportunities for continued growth through on-site training, tuition assistance, and a book club. Our benefit options include medical, dental, vision, life insurance, short-term and long-term disability, an employee assistance program, paid time off bank, and a 401(k) plan with employer matching.

COVID-19 considerations: We follow CDC and Connecticut guidelines to ensure the health and safety of all staff.

To apply, please forward your cover letter and resume to [humanresources@cartermario.com](mailto:humanresources@cartermario.com)