



## **Worker's Compensation Paralegal**

**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 workers' compensation paralegal to join our Hartford, CT team.

### **Responsibilities:**

- Paralegal tasks from intake through closing
- Frequent client interaction
- Gather all necessary documentation (accident reports, photos, medical records, bills)
- Obtain final reports/form 42 and other information such as work searches and liens
- Provide world-class client service through all stages of the case
- Prompt response and follow through to attorney and client inquiries
- Prepare hearing packages and demand packages
- Timely documentation
- Process scans and mail received daily

### **Qualifications:**

- Workers' Compensation paralegal experience
- Proficiency in the Workers' Compensation claim process
- Excellent service skills
- Ability to work independently in a fast-paced environment
- Efficient time management skills to prioritize and meet deadlines
- Detail oriented
- Professional written and verbal communication skills
- Proactive team player
- Professional and ethical behavior
- Professional writing and verbal communication skills
- Ability to navigate various software programs, 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)