

Position Opening

Paralegal (Part-Time)

This direct hire will work approximately 20 hours per week with a flexible schedule. This role is remote for candidates based within a commutable distance of Madison, WI, as there are occasional, required in-person meetings with supervising attorneys and other staff.

Duties & Responsibilities:

- Draft and file pleadings and motions.
- Prepare and review other legal documents, reports letters, and emails.
- Request, review, and summarize claimant medical and employment records.
- Provide support to attorneys/staff in legal matters, specifically related to Property and Casualty claims.
- Maintain multiple calendars and monitor strict deadlines.
- Perform other relevant tasks as needed.

Qualifications:

- Certified Paralegal training program or equivalent experience.
- Experience in case e-filing.
- Proficiency in Office 365 and Adobe Acrobat.
- Knowledge of insurance law and industry practices a plus.
- Experience utilizing Westlaw or LexisNexis a plus.
- Knowledge of state and federal statutes, rules, and regulations a plus.
- Ability to prioritize tasks in a fast-paced environment.
- Impeccable attention to detail.
- Strong organizational skills.
- Excellent oral and written communication skills.
- Ability to work both independently and in a team environment.

How to Apply:

Email cover letter and resume to:

Mark Schuster, VP Organizational Development
mschuster@ruralins.com
(608) 828-5404

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July 2023