

## Subrogation Paralegal

Interested applicant can send me their resume at [Dlord@allstate.com](mailto:Dlord@allstate.com) and also apply at Allstate Jobs website.

### Job Description

The Litigation Services Paralegal job family supports the efficient operation of the Law & Regulation (L&R) Litigation Services department by applying knowledge of legal concepts and processes. Under the direction of the department's attorneys, supports the management of insurance defense and tort litigation/dispute work and related issues/matters.

Provides paralegal support for Litigation Services attorneys. Prepares pleadings and motions. Under general attorney supervision, facilitates the discovery process, including: obtaining records, reviewing documents, interviewing clients, preparing trial materials, and summarizing and analyzing research. Identifies, summarizes, and monitors relevant issues.

- Preparation of files for pursuit of pleadings and motions
- Conducting discovery, including obtaining records and drafting & reviewing documents
- Interviewing clients
- Preparing trial materials
- Conducting legal research
- Works under the direction and supervision of a licensed attorney.
- Monitors and maintains compliance with Claim Litigation Management System- Team Connect.

### Job Qualifications

- Education: Bachelor's Degree in related field; American Bar Association (ABA) approved Paralegal Certificate
- Meaningful experience in a litigation setting preferred; prior insurance defense experience a plus; subrogation experience preferred
- Knowledge of legal holds and discovery processes
- Analytical skills and strong attention to detail
- Ability to identify, prioritize and solve problems effectively regarding basic matters
- Ability to deliver results with a sense of urgency
- Basic project management skills and experience interacting with law firms & vendors
- Ability to exercise discretion and maintain confidentiality of sensitive information
- Advanced knowledge of software applications including Microsoft Outlook, Word and Excel, Adobe Pro, Internet, and other web-based applications
- The ability to accurately process a variety of tasks and high volumes of work in a fast-paced, dynamic environment
- Possesses effective communications skills necessary to interact with coworkers, clients, and claims partners
- A strong commitment to exceptional customer service and quality
- Regular, predictable attendance is an essential function of this job.

The candidate(s) offered this position will be required to submit to a background investigation, which includes a drug screen.