

Adjudication Legal Associate

Idaho Industrial Commission

Open for Recruitment: April 30, 2015 - May 17, 2015

Announcement # 01232059790

Salary Range: Approximately \$27,600 annually, DOE -Plus Competitive Benefits!

Location(s): Boise

The Adjudication Legal Associate is a clerical position managing legal files and providing secretarial support to workers' compensation or unemployment insurance appeals Referees.

The current vacancy will support the workers' compensation Referee(s).

Responsibilities:

Case File Management. Creates, organizes, and maintains legal files and accurately enters information into an automated file management system. Reviews case file and contacts appropriate parties to obtain necessary information. Ensures that all documents are processed within legal timelines and department standards. Gathers and prepares information necessary for hearings. Composes and transcribes pleadings and correspondence to be mailed to applicable attorneys, claimants, employers and sureties (insurance companies).

Liaison/Public Relations. Explains workers' compensation and unemployment insurance appeal hearing procedures, identified issues, rules of Judicial Practice and Procedure, and appeal rights to interested parties. Accepts withdrawal of appeals and contacts claimants regarding overpayments. May coordinate with other agencies, concerned parties, or sections within the department regarding appeals/hearings processes. Prepares reports on completed and outstanding cases.

Scheduling Calendars. Maintains and tracks schedules for hearings, mediations, telephone conferences, and appointments. Schedules court reporters or interpreters, secures alternate rooms for hearings and meetings, and reserves equipment. Monitors timelines for pleadings and appeals.

Administrative Duties. Provides secretarial support to assigned referees. Performs necessary reception activities and provides customer service to department and the public. Prepares necessary forms required for payment of court reporters, interpreters, and alternate hearing rooms and processes fees for Idaho Supreme Court cases.

Minimum Qualifications:

Good knowledge of:

- Legal terminology and procedures
- Administrative law proceedings
- Automated and physical record systems
- English usage, spelling, punctuation, and grammar

Experience:

- Using word processing software to compose business and legal documents
- Interpreting, applying, and explaining complex information such as regulations, policies, or procedures

- Independently handling complaints and upset individuals in a business setting
 - Creating, maintaining, and archiving legal documents and files

Skill in:

- Typing/keyboarding 50 net words per minute.

Examination:

Education and Experience. Enter your responses to the questions in the space provided in the examination. You must have the minimum level of experience or education described for each question to qualify for this position. Scoring will be based on the information you provide. A minimum rating of **66** is needed to pass this examination. Notification of your test results will be available online when the review process is complete. Applicants who do not **Apply Online** will receive written notification.

TO PREVIEW THE EXAMINATION click on **Preview Exam** below. You will **not** be able to take the exam from this screen. If you wish to take the exam you click on any **Apply Online** button and follow the instructions provided.

How to Apply:

Click on the **Apply Online** button to the left and follow the instructions provided to complete the Application Checklist and Exam for this position.

If you are interested in the current opening, please select: [Idaho Industrial Commission](#) under "Agencies"; [full time employment](#) under "Job Type/Shift"; and [Boise](#) under "Cities". Without this information your name cannot be referred to the hiring agency.

The Idaho Industrial Commission administers Idaho's Workers' Compensation Law (Title 72, Idaho Code). The Adjudication Division ensures the timely processing and resolution of disputed workers' compensation claims and medical fee disputes; provides an alternative method of resolving disputes through mediation; provides judicial review of unemployment insurance appeals from the Idaho Department of Labor; and hears appeals from determinations made by the Crime Victims Compensation Program. To learn more about the Industrial Commission, please visit our website at www.iic.idaho.gov.

[Preview Exam](#)

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.