



## **Litigation Assistant**

For over 20 years, Federated National, a Property & Casualty insurance carrier and claims adjusting company has served communities and families by providing quality insurance and claims services, specializing in Homeowners Insurance, High Value Homes, Flood, Condo, General Liability Insurance and more.

Our team of experienced insurance professionals is dedicated to providing exceptional products and services. Our exceptional service model has earned us an "A+" rating with the Better Business Bureau and our strong leadership continues to be the key to our continued success.

If you aspire to be the face of a dynamic organization like Federated National and be a part of an exceptional team of professionals who believe in the highest level of Customer Service, with respect, compassion and genuine concern for our clients at the forefront of all we do. We welcome you to be a part of our team in achieving these goals.

If you wish to apply internally, please email a statement regarding your interest with a copy of your most recent resume to [tforman@fednat.com](mailto:tforman@fednat.com). Please take a moment to review the position responsibilities and requirements below for the position of **Litigation Assistant**.

### ***Responsibilities:***

- Actively participate in document collection and production; deposition preparation.
- Organize and maintain case files within a variety of automated systems and procedures, site searches and document retrieval.
- Review calendar reports and meet filing deadlines.
- Update daily and weekly calendar reports as it relates to employee depositions and discovery deadlines.
- Coordinate outside law firm case assignments and insure they are provided with claims and underwriting materials.
- Assist in processing legal expense invoices.

### ***Skills:***

- Exceptional Interpersonal and communication skills; written and oral;
- Initiative and ability to think logically, analytically and critically;
- Strong time-management and organization skill;
- Ability to multi-task while maintaining accuracy and due diligence in performance;
- Strong computer skills with a penchant to adapt easily to learning new software and procedures.

### ***Education & Experience:***

- Some college coursework preferred
- 1-2 years professional industry experience – Legal/Litigation
- Microsoft Office experience, a must.

Federated National is an Equal Employment Opportunity Employer, DFW, offering a comprehensive benefit program including, Medical, Dental, Life Insurance, 401K, Tuition Reimbursement, with a great management team and working environment.