



LITIGATION ADMIN TEAM SUPERVISOR

Location: FedNat Corporate

Reports to: Litigation Manager

Salary Range: TBD

Position Summary: Manages the day-to-day operations of litigation administrative staff including oversight of personnel issues, monitoring compliance with internal requirements, supporting assignments of claims to defense counsel, and controlling legal and adjustment expenses. Ensures delivery of excellent customer service to both internal and external customers.

Requirements:

- College degree or equivalent professional education or experience preferred
- Minimum five (5) years insurance and/or legal background, preferably with at least three (3) years of legal secretary or paralegal experience
- Technical skills including: claims and legal technical knowledge, computer and computer program utilization, familiarity with performance appraisal process, knowledge of each of the coverage lines (HO, CGL, Auto BI/PD, PIP) the company writes
- Some knowledge of SIU processes and procedures preferred
- Behavioral strengths including: excellent written and oral communication skills, leadership and motivational skills, professionalism, personnel development skills, initiative, organizational skills, judgment and problem analysis skills

Primary Responsibilities:

- Monitor, review, and direct the activities of litigation admin staff
- Provide prompt service to claim customers both personally and through others
- Conduct performance appraisals for staff, recommending salary and administrative actions to manager
- Initiate and follow up on personnel development plans
- Administer personnel matters – attendance, licensing, etc.
- Ensures vendor payments are processed timely
- Manages legal calendar

Other Responsibilities: (as assigned by management or warranted by volume):

- Interview candidates for claims positions
- Other duties as determined by management