

## On The Record (OTR) Law Clerk

Revised	November 30, 2009
Reports to	Managing Attorney
Title	On The Record (OTR) Law Clerk

### CORPORATE SUMMARY:

Headquartered in Wakefield, Massachusetts, with employees in fifteen states, Crowe Paradis is the fastest growing benefit advocacy organization in the United States. Focusing on Social Security Disability Insurance and Medicare, Crowe Paradis' mission is to expedite benefit claim processing for our clients thereby enabling them to focus on their health and family. Crowe Paradis' accountability based culture is a great fit for a hard worker with strong interpersonal and communication skills who has worked in a fast growth, early stage company, and has the ability to adjust to rapid and constant change in a service-oriented organization.

### LEADERSHIP THAT MODELS AND TAKES RESPONSIBILITY FOR CREATING AN ORGANIZATION THAT IS:

- **Upstanding** with a strong moral character and integrity where doing "the right thing" is good business, even when it may be inconvenient or uncomfortable.
- **Trustworthy** based on open and honest communication creating a workplace free from dysfunction.
- **Earnest** seeing difficult situations as opportunities instead of obstacles treating all parties with respect and dignity, maintaining perspective during challenges, and valuing organizational humility.
- **Passionate**, showing positive energy and enthusiasm by taking pride in your work while finding satisfaction, fulfillment and some fun.
- **Learner**, recognizing that the drive to learn is the key to growth, success and happiness.
- **Committed** to team players who place the organizational goals first.

### ESSENTIAL DUTIES:

- Evaluating potential OTR claimants including obtaining the necessary documentation needed to prove dire need status
- Write and submit OTR briefs to Administrative Law Judges using the Code of Federal Regulations, Social Security Rulings, and case law, in reference to the medical evidence of record.
- Request and obtain medical records in a timely manner (to include diligent follow-up) and according to policy
- Organize and submit medical records to the Office of Disability Adjudication & Review (ODAR) in a timely manner and according to policy
- Answer phones in a professional and timely manner
- Must be comfortable with contacting long term disability examiners to discuss status updates and request information, contacting ODAR for additional information, tracking hearing decisions and other time-sensitive documents

- Follow up and respond in a timely manner to all client questions relating to non-legal aspects of their case
- Regularly contact ODAR to obtain case status, and provide same via phone to clients
- Draft, write, and respond to correspondences

**GENERAL SKILLS:**

- Excellent organizational skills; ability to manage multiple priorities and tasks and prioritize tasks and assignments appropriately; results oriented.
- Excellent verbal and written communication skills.
- Timely, work, excellent customer service and consistent follow-up.
- Analytical and critical thinking skills, with demonstrated consistent sound judgment and decision making skills; ability to identify potential problems and provide proactive solutions for management of problems; able to recognize need for supplemental resources.
- Ability to analyze issues and extrapolate appropriate solutions.
- Models a high level of accountability and personal integrity; able to communicate across the organization openly and with respect

**BUSINESS PARTNERING AND REPORTING:**

- Reports directly to Managing Attorney
- Work closely with peers to review OTRs and Dire Need briefs
- Provide regional attorney with requested information in a timely manner
- Establish a good working relationship with Human Resources, Accounting/Finance; IT and Administration.

**QUALIFICATIONS:**

- BS/BA Degree
- Familiarity with the SSDI Legal Process is desired but not mandatory
- Proficiency in Microsoft Office (Word; Excel; Outlook; Access) and Internet search skills
- Strong problem solving skills
- Must have excellent interpersonal skills and ability to work independently and as part of a team while initiating and completing tasks
- Meticulous attention to detail
- Ability to work in a fast paced volume driven environment
- Must have a positive attitude, be well organized, poised and mature

**The On The Record (OTR) Law Clerk is a non-exempt position with no travel requirements**