



Career Opportunity - Odegaard Miller Law PC

Our growing law firm is seeking an experienced paralegal to assist the litigation teams in our Billings, Montana office. We practice state-wide and focus primarily on serious personal injury claims. Our Helena office specializes in workers' compensation claims. We have a team-first culture, generous compensation and benefits, and an unwavering commitment to the employee experience. If you are considering a career move, we invite you to view our website at mtlawyers.com to learn more about our values and practice.

Paralegals with 10+ years of civil litigation experience are encouraged to apply.

Skill Set

Litigation paralegals will assist the attorneys in all aspects of case development, including:

- analyzing medical records and bills, and preparing medical summaries,
- tracking client benefit payments, medical bill payments, and liens,
- drafting causation, preservation, and demand letters,
- drafting pleadings and discovery documents,
- providing case updates to clients and adjusters,
- contacting and interviewing witnesses and experts, and
- assisting with trial preparation.

Benefits

Paralegals in this firm have the opportunity to work with increasing responsibility and a considerable measure of autonomy within the rules of professional conduct. They have access to their own case support on an as-needed basis.

We offer a generous compensation package to new hires. New hires are eligible for employer-paid:

- Health and dental insurance,

- employer contribution to employee HSA,
- a minimum of four weeks of paid time off, including eleven paid holidays (highly experienced hires will be presented with additional considerations), and
- adjusted work hours on Fridays.

The firm offers the following additional insurances for employees to elect at a nominal premium cost:

- Vision,
- short-term disability,
- long-term disability, and
- life/accidental death coverage.

We also offer employees the opportunity to participate in our 401(k) and 401(k) match.

This position is for full-time employment; salary and further benefits are dependent on the experience you bring to the firm.

Additional Information

Applicants invited to interview will be required to complete a Kolbe A™ Index assessment prior to the interview. This firm will pay for the assessment. For more information on Kolbe A, see Kolbe.com.

The prospective employment start date can be available immediately.

Please send your resume, professional references, and personal references to us on indeed.com

Job Types: Full-time

Annual Compensation range (including bonus): \$70,000 - \$85,000 DOE