

SUMMARY

Provides professional legal advice and assists the General Counsel and other Company personnel regarding business activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs legal research and presents clear recommendations to company personnel.
- Assists in drafting key legal documents.
- Supervises local independent adjusters and defense counsel.
- Negotiates settlements.
- Conducts on-scene supervision of accident investigations.
- Attends depositions, mediations, hearings and trials.
- Reports to excess carriers in a timely and professional manner.
- Defends local property damage and bodily lawsuits arising out of commercial motor vehicle accidents.
- Files subrogation lawsuits to recover damages.
- Takes after hour calls relating to accidents, injuries or other safety related issues.
- Receives and carries out instructions.
- Maintains regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES

- Expertise in liability insurance and self-insurance concepts, practices and procedures; transportation industry in particular.
- Advanced knowledge and proficient use of a computer and computer programs.
- Ability to read, write, talk and hear.
- Ability to add, subtract, multiply and divide.
- Ability to lift and or move up to 10 lbs. as required.
- Knowledge of and ability to utilize Rules of Civil Procedure and Evidence.
- Complete understanding of entire litigation process.

EDUCATION AND/OR EXPERIENCE

Juris Doctor (J.D.) from accredited law school; admission to State Bar of Nebraska; and a one to five years experience in general practice with emphasis in litigation, insurance and corporate law.

I have read and understand the functions of this position as defined above.

Employee/Applicant Signature

Employee/Applicant's Printed Name

Date

This Job Description is intended to describe the general nature and the level of work being performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

