



Job Title: **Litigation Specialist**

Department: Claims

Reports To: Casualty Manager

Status: Exempt

Summary: Under general supervision of the Casualty Manager, the **Litigation Specialist** will evaluate, negotiate and settle litigated bodily injury and property damage claims arising from personal automobile accidents. The Litigation Specialist will also assist the Casualty Manager with handling, negotiation, and resolution of new and existing claim files in suit. The Litigation Specialist will work closely with defense counsel and opposing counsel on a regular basis. A significant level of knowledge pertaining to legal and medical terminology and practices are required. This position also requires using independent judgment and may have a significant impact on Company operations and costs.

Essential Job Functions:

- Manage a pending of at least 150 litigated claim files
- Proactively direct defense counsel in an effective discovery plan and follow up investigation while continually evaluating settlement possibilities
- Timely identify and analyze coverage, policy interpretations, liability and damages associated with automobile liability claims
- Compose, type, and edit a variety of claims correspondence, legal notices, reports, and other material requiring judgment as to content, accuracy, and completeness
- Respond to inquiries from claims professionals, policyholders, attorneys and others in the pursuit of timely handling of settlement demands, correspondence within Company and statutory requirements
- Prepare and present departmentally required loss reports and claims exceeding personal authority
- Field appearances in small claims, mediations, and mandatory settlement conferences
- Professionally negotiate and settle claims with attorneys, insureds and claimants
- Perform other duties as required by Management

Required Skills and Experience:

- Minimum of ten (10) years in the insurance industry resolving injury claims
- TX Adjusters license, preferred
- Currently possess or ability to obtain and maintain adjuster licenses in required jurisdictions
- Significant knowledge of medical and legal terminology and practices
- Excellent verbal, written, and inter-personal communication skills
- Critical attention to detail, timeliness and accuracy
- Ability to successfully organize and multi-task
- Working knowledge of the legal system in CA and other states, a plus
- Competent computer skills and use with MS Office Products

Education Requirements:

- Bachelor's Degree required

About Us

Western General Insurance Company has a long-standing reputation as a leader in the non-standard automobile insurance industry serving CA for 46 years. In addition to CA, we currently do business in 3 other states and continually strive to expand the growth of our company. We are a service-oriented company where we believe "Great Service is our standard, not the exception". We offer competitive salaries based on knowledge and experience. Our excellent benefits allow you to qualify for your choice of medical plan, as well as dental, vision and life insurance plans, within your first three months of service, save for your future with our 401(k) and Profit Sharing plans, balance your life with generous paid time off, and enjoy casual dress every day. Employees also receive discounts for shopping, entertainment, dining, and more through WG Perks. Our open-door policy, casual dress code, great benefits and our commitment to demonstrating our appreciation to our employees makes Western General a great place to work. We are an equal opportunity employer.