



Job Title: **Workers Compensation Attorney**

Department: General Counsel

Reports To: General Counsel

Grade: BG-11

Number of Days: 12 Months

Security Access: ESC

Overtime Status: Exempt

Last Revised Date: April 20, 2016

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Lead district efforts to mitigate exposure to and defend worker's compensation claims. Work in collaboration with the talent operations team and risk management and prevention team to reduce district expenditures in worker's compensation claims. Duties include representing the interests of the district at hearings, trials, depositions, oral arguments, mediations, arbitrations and other proceedings; communicate with claims representatives and administrators; monitor loss run reports for trends and increases; assist with the investigation of accidents; strategically negotiate settlements on behalf of the district.

Minimum Qualifications:**Education:**

- Juris Doctorate from an accredited law school

Specialized Knowledge, Licenses, etc.:

- License to practice law in the State of Oklahoma

Experience:

- A minimum of 5-10 years of experience in the practice of worker's compensation

Specific Training/Skills:

- Ability to set and meet goals and priorities
- Highly effective organizational and negotiation skills
- Alignment with mission, vision and core values of Tulsa Public Schools
- Exceptional communication ability, both written and oral (with individuals and groups)

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Handles district worker's compensation cases including preparation of pleadings, motions, discovery, and briefs, attendance at hearings, conferences, interviews and trials or arbitrations
- Works in collaboration with the talent operations team and risk management and prevention team to reduce district expenditures in worker's compensation claims
- Maintains and updates litigation support systems for assigned caseloads
- Monitors loss run reports for trends and increases
- Assists with the investigation of accidents
- Strategically negotiates settlements on behalf of the district
- Litigates cases to verdict, demonstrating superior use of trial skills and techniques
- Provides recommendations and case analysis to talent operations and risk management teams to ensure exposure and costs are minimized
- Completes all required administrative tasks including time reporting, closed cases, reports and other materials appropriate to performance of job duties
- Effectively makes use of technology and automation in the practice of law
- Conducts legal research as needed
- Handles and actively seeks opportunities to become involved in special projects under the guidance of the General Counsel
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates superior knowledge and expertise in the litigation process
- Ability to independently handle a full to moderate caseload with moderate level of severity and complexity from case inception through trial/resolution
- Articulate presentation skills using technology
- Strong and persuasive legal writing skills and oral advocacy skills

- Ability to clearly and succinctly articulate position
- Ability to effectively understand and utilize technology and automation resources, including, but not limited to, Microsoft Office Products

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend outside meetings
- Able to work irregular hours

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.