

**MESSA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.**

**This is a TEMPORARY position. Duration approximately until end of June 2025.**

**MS 04-24-25**

**DATE OF POSTING:** October 1, 2024

**POSITION:** **Paralegal Specialist**

**COMPENSATION/BENEFITS:** Minimum Compensation \$22.23

**STAFF RELATIONSHIP:** Responsible to Manager, Legal and Compliance

**EMPLOYMENT DATE:** As soon as possible

**SEND APPLICATION AND RESUME TO:** **Human Resources Department**  
Michigan Education Association  
1350 Kendale Blvd., P.O. Box 2573  
East Lansing, MI 48826-2573  
(517) 337-5454 (fax)  
[jobpostings@mea.org](mailto:jobpostings@mea.org)

**BASIC PERFORMANCE EXPECTATIONS:**

Work involves performing initial legal research concerning the impact of laws and regulations on MESSA operations and procedures. The work involves preparing research findings for presentation so that legal opinions may be formed by the appropriate parties.

The person in this position processes subrogation cases in which liability is not clearly defined. This person also provides assistance and backup for subrogation claims. The person in this position is responsible for gathering information and documents in response to subpoenas. The person in this position may make occasional court appearances on behalf of MESSA.

This position is highly technical in nature and requires the ability to use legal research tools and databases as well as standard word processing programs and database tools. This position exercises considerable independence. The person in this position must be a problem solver, must handle confidential information with discretion and accept

**BASIC PERFORMANCE EXPECTATIONS CONTINUED:**

responsibility for producing work that is consistently complete, timely, effective and accurate.

This position requires the ability to interact with MESSA departments, including but not limited to, Group Services, Member Services, Disability and Field Services. In addition, this position is required to maintain a continuing working relationship with external contacts, including but not limited to, Blue Cross Blue Shield of Michigan, auto insurance carriers, members, attorneys, providers Worker's Compensation Bureau, and worker compensation carriers.

**ASSIGNED DUTIES:**

Conduct legal research and writing.

Create, manage and maintain spreadsheets and databases regarding ongoing litigation involving MESSA.

According to established procedures, prioritize assignments and prepare sensitive and detailed correspondence such as responses to requests for information or regularly occurring reports.

Prepare other correspondence, reports, routine legal documents, routine litigation related documents, presentations and the like using advanced knowledge and skills, as well as word processing and other software programs.

Respond to detailed inquiries concerning departmental activities and operations that require in-depth knowledge of department and/or legal procedures.

Use research methodologies and tools to gather input and extract complex data.

Conduct legal research as directed and prepare summaries on a variety of issues related to compliance with state and federal laws and regulations, including but not limited to, overpayments, bankruptcy, and automobile no fault.

Verify the accuracy and reasonableness of data.

Prepare reports, Requests for Proposal for Field Services, letters, charts, presentations and other records of data and analysis of the data.

Prepare and make recommendations to management, as requested, regarding the results of the analysis and research.

Use MESSA's current software, technical tools and systems to complete duties.

**ASSIGNED DUTIES CONTINUED:**

Interact with an interdisciplinary team including General Counsel, outside Counsel, subrogation specialists and other staff.

Participate in planning activities.

Communicate with manager any critical issues as well as issues identified that fall outside of established parameters.

Make recommendations on improvements to management staff. Implement approved changes.

Recommend projects; organize and take responsibility for approved projects  
Maintain objectivity and confidentiality.

Perform other job related duties as assigned from time to time.

### **MINIMUM REQUIREMENTS:**

Minimum of two years of experience in the last five years as a paralegal with legal assistant certification or an Associate's Degree from an ABA-approved legal assistant program.

In-depth knowledge of department procedures, in order to communicate effectively with management, attorneys and staff within and outside the department and external contacts including members.

Interpersonal skills necessary to convey and obtain information with internal and external contacts.

Ability to organize and prioritize a high volume of tasks and complete them under significant time constraints.

Ability to proofread typed material to eliminate grammatical, typographical and spelling errors.

Ability to follow and convey instructions effectively with a high degree of courtesy and tact including ability to initiate follow-up.

Excellent organizational skills; detail oriented.

Excellent written and verbal skills.

October 4, 2022