

California Workers' Compensation Institute (CWCI)
Oakland, CA

Job Title: CWCI Paralegal/Legal Assistant

Primary Role

The Paralegal/Legal Assistant position will report to and support the day-to-day research and administrative activities of the General Counsel.

Primary qualifications and responsibilities

- Experienced user of online legal research resources including LexisNexis, California court information systems, and general Internet sources; ability to conduct legal research; monitor the progress of relevant cases
- Support the administration of CWCI's Legal Committee; assist in drafting official minutes of CWCI's Legal, and Claims/Medical Care Committees; assist in developing materials for seminars and webinars on workers' compensation issues
- Update and maintain the Regulatory and Legal Brief Bank sections of the CWCI website (www.cwci.org)
- Excellent writing and editing skills; strong computer skills to include Microsoft Office Suite (PowerPoint, Word, etc.)
- Knowledge of the California workers' compensation system strongly preferred
- Excellent time management and organizational skills; prioritize tasks and attention to detail

The position comes with a flexible working environment, competitive salary, benefits, and vacation package aligned with the applicant's experience.

If you are interested, please forward your resume to mellong@cwci.org.