



EXTERNAL JOB POSTING

GENERAL INFORMATION	
Job Title:	Claims Paralegal – Full Time 37.5hrs/wk
Location:	Rocky Hill, CT
FLSA Status:	Hourly/Non-exempt
POSITION SUMMARY	
Assist the claims department in opening, tracking and following up with claims files.	
ESSENTIAL DUTIES AND RESPONSIBILITIES	
1.	Manage mortgagee claim files and coordinate with branch offices on out of state mortgagee claims.
2.	Open new claim files and enter information into the claims database.
3.	Answer questions and follow up on issues related to claims files.
4.	Order and review title search reports; research land records; process and send documents for recording.
5.	Organize/post invoices and payments; work with claims reserves in the claims database.
6.	Work with both in-house and outside counsel to provide information and resolve issues.
7.	Work with agents to resolve title issues.
8.	Prepare Letters of Indemnity as requested.
9.	Compliance and adherence at all times with the organization’s Code of Ethics and Conduct as well as all of our company policies.
10.	Perform such other duties as assigned.
QUALIFICATION REQUIREMENTS	
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
1.	Excellent computer skills including Microsoft Word, Excel and Outlook.
2.	Excellent communication skills, both written and verbal.
3.	Ability to work well with people with varying degrees of experience.
4.	Strong organizational and prioritization skills.
5.	Ability to work independently and take initiative.
6.	Ability to read, analyze, and interpret written instruction.
7.	Ability to present information and respond to questions from groups of management and/or member/agents.
EDUCATION / TRAINING / OTHER RELEVANT EXPERIENCE	
1.	3 to 5 years’ experience as a paralegal handling real estate closings and litigation.
2.	Paralegal certificate helpful but not required.

3.	Experience with using land records helpful but not required.
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EEO STATEMENT

CATIC Financial, Inc. and its subsidiaries are committed to providing equal employment opportunities to all employees and applicants for employment and to maintaining a work environment that is free from discrimination without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.