

SETTLEMENTS DIVISION

Job Title: STIPULATED SETTLEMENTS EXAMINER
Location: Atlanta
Job Code: 95114
Salary: Minimum \$32,418.30/year. Hiring salary will be dependent upon candidate's credentials and experience.
Deadline: May 15, 2013

Duties & Responsibilities: Under general supervision, reviews proposed stipulated settlement agreements for workers' compensation claims, ensuring compliance with applicable laws, rules and agency guidelines. Makes appropriate recommendations to approve or reject settlement agreements in a timely manner. Contacts parties when additional data or changes to settlement agreements are needed. Maintains a consistent, customer-focused orientation in both written and telephone communication with parties to the claim, internal co-workers, and members of the general public. Appropriately generates, maintains, and corrects data from forms and computer reports.

Minimum Training & Experience: Bachelor's Degree AND two years of experience in a legal setting OR four years of experience in a legal setting. A legal setting includes work as a legal secretary or paralegal for a law firm, business or government office.

Preferred Qualifications: Preference will be given to candidates with a Bachelor's Degree and a working knowledge of workers' compensation law.

Additional Information:

1. Applications must be submitted by the application deadline date.
2. No applications will be accepted via fax or regular mail
3. Due to the large volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but not all will necessarily receive an interview.
4. Selected applicants will be contacted for next steps in the candidate evaluation process. Applicants who are not selected will not receive notification.

**APPLY VIA THE STATE CAREERS WEBSITE ONLY. THE ADDRESS IS
www.careers.ga.gov.**