

Texas Windstorm Insurance Association
Staff Attorney

Department: Legal
Position: Staff Attorney
Reports to: Vice President of Legal

JOB SUMMARY

Assists Vice President of Legal with identifying and analyzing legal issues, drafting documents, presenting recommendations, and assuring legal compliance with various regulations including state and federal regulations.

Responsible for providing legal assistance, counsel and advice to Association employees.

Responsible for assisting and supporting the Vice President of Legal regarding foreseeing and protecting the Association against legal risks.

Coordinate with Vice President of Legal responsibilities of outside counsel involvement in litigation on claims disputes.

Monitor any legislative and regulatory developments as they affect the Association.

PRIMARY RESPONSIBILITIES

Provides legal counsel for all claims-related legal issues, with emphasis on policy review and coverage analysis and compliance with claim settlement provisions.

Provides advice and counsel for claims decisions, appeal, and settlements.

Advises and counsel management and staff on a variety of legal issues as appropriate and as needed.

Provides research and review of various legal, legislative, and regulatory matters as assigned by Vice President of Legal.

Additional Responsibilities Include

Provides regulatory, legal, and legislative opinions and information as needed.

Assists Vice President of Legal with regulatory enforcement and compliance matters.

Reviews claim files for mediation purposes and development of strategies regarding litigation or settlement of claims.

Assists with researching and responding to Texas Public Information Requests.

Remains current in applicable federal and state laws and regulations, industry standards, and best practices.

Performs necessary legal research and drafts legal document for various departments of the Association.

Assists in reviewing all contracts and agreements involving vendors and other third party agreements including IT, leases, licenses, procurement, and other service provider arrangements.

Assist the Compliance Manager in reviewing possible insurance fraud events for development and presentation to regulatory or law enforcement authorities.

Review of compliance standards consistent with Association Compliance Manual and other processes and procedures.

Knowledge

Comprehensive knowledge of property casualty insurance contracts and coverage, claims handling practices, and procedures, and litigation management.

Applicable legal practices and procedures including civil law and knowledge of laws relating to claims handling.

Business practices, policies, and procedures.

Skills and Competencies

Strong oral and written communication skills for contact with all levels of management and employees.

Analytical ability to interpret statutes, regulations, insurance policies, and other contracts.

Decision-making ability to set work priorities and make recommendations.

Ability to initiate, organize and coordinate complex projects and cases.

Negotiation and mediation skills (preferred).

Computer skills experience using Microsoft Word, Excel, and claims databases.

Experience – Required

Experienced attorney with legal, regulatory, or claims experience in the property/casualty insurance industry or private law practice.

Minimum of three years total experience as a licensed attorney in Texas.

Must be actively licensed to practice and in good standing with the State Bar of Texas.

Must be a graduate of an accredited law school and currently admitted to the State Bar of Texas.

Experience – Preferred

Experience working at the Texas Department of Insurance in property and casualty insurance matters highly preferred.

Experience with technology and e-discovery in litigation matters including document exchanges, discovery requests, and other requests.

Experience with Texas Public Information Act and Open Meeting Act requirements.

Experience working at a state regulatory agency including drafting of administrative rules, implementation of legislation, and interaction with legislative and regulatory authorities.

Experience in administrative hearings before the State Office of Administrative Hearings.

TO APPLY

Interested applicants please send cover letter and resume to:

dweber@twia.org and hr@twia.org