



POSITION

Lien Resolution Intake Specialist



ROLE

Responsible for providing client support and administrative assistance throughout the lien resolution process, coordinating with internal legal teams, attorneys and outside entities, and maintaining accurate case information and documentation.



SALARY RANGE*

Negotiable



LOCATION

Edwardsville, Illinois *or* Paducah, Kentucky



PROCESS

To apply, please send a cover letter and résumé to careers@flintcooper.com.

FIRM

Flint Cooper is a preeminent litigation firm managing a diverse portfolio of multibillion-dollar cases. Co-led by founding partners Ethan Flint and Jeff Cooper, both world-renowned for their accomplishments litigating asbestos-related cases and Fifth Amendment federal takings cases, Flint Cooper boasts a national presence and the ability to file a lawsuit and try cases anywhere. With offices in Edwardsville and Chicago, Illinois, Paducah, Kentucky and Dallas, Texas, Flint Cooper handles catastrophic personal injury and product liability cases, litigates cases involving terminal illnesses, and currently represents the largest contingent of plaintiffs with claims against the federal government than any single firm in the country.

CULTURE

For over 20 years, Flint Cooper has represented people, not clients, nationwide and across borders, handling cases involving serious personal injuries, wrongful deaths, exposures to toxic chemicals and defective or dangerous products. Representing shared values around client commitment and reputational excellence, Flint Cooper firmly believes in tailoring its legal services to fit the individual needs of each client, not the other way around. Flint Cooper's deep well of experience, intellectual power and untouchable track record make it the best counsel and advocates to have in any claimant's corner.

RESPONSIBILITIES

- Communicate with clients to educate them about the next steps and status of their lien resolution process.
- Support lien resolution matters involving asbestos and pharmaceutical cases.
- Coordinate with internal legal teams, attorneys, insurance companies and other outside entities regarding settlement timelines and lien-related issues.
- Monitor lien amounts, dates of service and response deadlines.
- Maintain accurate and organized case records, notes and correspondence in electronic case management systems, including Litify.
- Manage and document a high volume of phone calls, emails and other communications with clients, insurance companies and attorneys.
- Review and organize information related to medical billing, insurance claims and settlement procedures.
- Provide administrative support to the lien resolution team as needed.
- Work collaboratively with attorneys and internal staff to help ensure lien matters are handled accurately and efficiently.

QUALIFICATIONS

- High school diploma or equivalent required.
- Strong written and verbal communication skills required.
- Strong interpersonal skills and the ability to communicate with clients with professionalism, patience and empathy required.
- Strong attention to detail and organizational skills required.
- Strong computer skills and proficiency with office software required.
- Ability to manage multiple tasks, deadlines and priorities in a high-volume environment required.
- Strong problem-solving skills and the ability to identify and resolve client issues required.
- Ability to work collaboratively with attorneys, internal staff, clients and outside entities required.
- Ability to take initiative and complete tasks with minimal oversight required.
- Familiarity with medical billing, insurance terminology and settlement procedures preferred but not required.
- Experience with Litify or other electronic case management systems preferred.
- Experience in a legal, medical, insurance or client-service environment preferred.
- Training will be provided on Flint Cooper's lien resolution processes and procedures.
- Fluency in verbal and/or written Spanish preferred.

COMPENSATION

Flint Cooper recognizes and rewards team impact in innovative and competitive ways. Career satisfaction is paramount at Flint Cooper, which is why learning and development are equally as important as its compensation package. Through a combination of salary, bonus opportunities, flexible schedules, and non-monetary awards and benefits, Flint Cooper supports its team as they strive to achieve personal and professional goals.

**Commensurate with qualifications.*