

## Social Security Med Clerk

We are a 30+ year Consumer Law Firm with over 15 offices across the state of Texas. We have an immediate opening for two bilingual (English/Spanish) Social Security Legal Assistants. This is a high volume position and requires a candidate who is organized and able to multi-task. Social Security Administration experience a plus.

### **Responsibilities:**

- Work closely with assigned attorney and legal assistants in a team environment and ensure all procedures are followed and processes are completed
- Quickly and efficiently request and obtain client medical bills and records from medical providers with regular follow-up
- Relay client concerns to assigned attorney and case managers quickly so these issues are addressed
- Answer client calls
- Take and screen calls for new potential clients

### **Qualifications:**

- Must be detailed oriented
- Must be highly organized
- Excellent communication skills
- Ability to multitask and balance multiple priorities
- Ability to work as part of a team
- Prior medical records experience is preferred
- Punctual and reliable
- Bi-lingual in Spanish