

Job Title: Legal Case Management Analyst

Location: Lansing, MI

The Sinas Dramis Law Firm is seeking a full-time **Legal Case Management Analyst** to provide support to our Lansing-based attorneys who specialize in personal injury litigation. This is an excellent opportunity for an individual who thrives in a fast-paced legal environment, maintains high ethical standards, possesses exceptional organizational and time management skills, and is committed to contributing to the success of a highly respected law firm.

The ideal candidate will be reliable, responsive, detail-oriented, and exceptionally organized. This position plays a key role in document and records management, analyzing case documents, deadline tracking, and client communication to support the effective handling of personal injury cases.

Responsibilities include, but are not limited to:

- Build, maintain, track payment and check records using Microsoft Excel.
- Prepare and update discovery response templates and related litigation documents.
- Search, organize, extract, redact, and prepare documents for production.
- Review claim files and extract critical information, including medical treatment histories, injury summaries, case chronologies, and other relevant case details.
- Follow up with medical providers regarding missing records, reports, and supporting documentation.
- Draft facilitation summary templates for attorney review and use in case preparation.
- Prepare memoranda identifying outstanding documents, records, and information needed for each case and coordinate efforts to obtain them.
- Monitor case files to ensure all necessary records and documentation have been received and properly organized.
- Track upcoming deadlines, including Responses to Produce (RTPs), facilitations, and other case-related events.
- Communicate with clients to obtain outstanding information and documentation needed for case preparation and facilitation summaries.
- Assist attorneys with case organization and preparation to ensure files are complete and ready for litigation, settlement discussions, and facilitation proceedings.

Qualifications:

- Strong organizational skills and exceptional attention to detail.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.

- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office, particularly Excel, Word, and Outlook.
- Ability to work independently while maintaining a collaborative team-oriented approach.
- Commitment to maintaining confidentiality and the highest ethical standards.

Compensation and Benefits:

The Firm offers a competitive wage and benefits package, including:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Retirement savings plan
- Paid time off
- Paid sick leave
- Paid holidays
- Subjective year-end bonuses

How to Apply:

Interested candidates should email their resume and cover letter to SDRecruiting@sinasdramis.com. We are looking to fill this position promptly and encourage qualified candidates to apply. Compensation will be commensurate with experience and qualifications.

The Sinas Dramis Law Firm is an Equal Opportunity Employer.