

**POSITION: Assistant Managing Attorney**

**LOCATION: Garden City, New York**



As an Assistant Managing Attorney (AMA) you will join a collaborative, team-oriented, contemporary work environment! This role will provide pivotal leadership to an experienced team of 8-10 direct reports. Our Long Island Claims Staff Legal team works collectively to drive The Hartford’s litigation strategy within the greater Long Island region (Queens, Nassau & Suffolk) as well as Westchester County. The ideal AMA candidate shall be accountable for enabling strategic goals while aligning resources to better serve our claim centers. They will provide oversight and guidance on case handling at the local level while also providing expertise on more complex cases as needed. If you join our team, you will find that we foster personal growth and are committed to providing excellent customer service to our claims partners and customers. We are committed to helping to improve and restore the lives of our insureds.

**RESPONSIBILITIES:**

* Oversee the timely and meaningful communications with clients, claims staff and opposing counsel
* Manage and provide inspiring change-focused coaching, supervision and professional development for the team
* Cultivate and maintain productive business partnerships between Staff Legal and Claim Centers
* Ensure adherence to all quality, customer service and litigation management standards
* Conduct local management file analysis within all applicable legal standards and provide appropriate team feedback
* Facilitate roundtable file review discussions in partnership with claims and our insureds
* Gather, compile and analyze monthly legal statistical data to proactively review trending or opportunities for strategic planning
* Create strategic plans for process efficiency as opportunities arise
* Provide direction and training as needed for staff on legal issues and goals
* Assist with recruiting, hiring, developing and retaining outstanding legal and support staff
* Proactively promote and sustain an inclusive, welcoming and team-oriented work environment among all staff

**QUALIFICATIONS:**

* Minimum of 15 years of legal practice experience handling complex insurance defense cases
* JD from accredited law school and license to practice in New York state
* Demonstrated jury trial experience with verdicts is required
* Demonstrated leadership aptitude as evidenced by experience mentoring, coaching or managing a team
* Positive minded and collaborative team-player attitude
* Excellent oral and written communication skills
* Able to work independently with a high degree of personal accountability.
* Innovative, intellectually curious and a strategic pro-active thinker
* Experience analyzing data and able to derive value-added business analytic insights
* Ability to think strategically, solve problems and execute for results
* Strong influencing skills as well as the ability to work across teams to create and maintain effective relationships with business leaders throughout the organization
* Ability to influence and communicate effectively across all levels of the organization
* Strong proficiency with Microsoft Word, PowerPoint and Excel; Case Management software experience is a plus!

Note\* This position is currently a remote work opportunity with potential future needs for in-office work within the Garden City, New York office. **To apply, please visit our website at:** [**www.TheHartford.com**](http://www.TheHartford.com) **under job posting: R201703.**