



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/4/2026

Agency: Workers' Compensation Board

Facility: WCB Portland

☐ New ☒ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	Paralegal	b. Classification No:	C1524
c. Working Title:	Judicial Assistant	d. PPDB No/WD ID:	2100.398
e. Section Title:	Workers' Compensation Board	f. Agency No:	44000
g. Employee Name:	Andrea Alanis Miranda	h. Budget Auth No:	
i. Supervisor Name:	HD Support Staff Manager	j. Repr. Code:	OAS
k. Work Location (City – County):	Portland/Washington		
l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year ☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share			
m. FLSA: ☐ Exempt ☒ Non-Exempt	If Exempt: ☐ Executive/Supervisory ☐ Administrative ☐ Professional ☐ Computer		n. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Workers' Compensation Board's mission is to timely and impartially adjudicate disputes arising under the Workers' Compensation Law and Oregon Safe Employment Act. The Board, through its hearings division, handles the adjudication and provision of alternative dispute resolution, including mediation, for workers' compensation and occupational safety and health disputes. The five-member appellate board, all of whom are nominated by the Governor and confirmed by the Senate, serves as an administrative appellate body for the hearings division's workers' compensation decisions. The Board also reviews and approves settlements (including claim disposition agreements that resolve matters pending before the Board and the hearings division and disputed claim settlements and stipulations that resolve matters pending before the Board). The Board further exercises its own motion jurisdiction in certain workers' compensation disputes, administers Victim of Crimes Compensation Law, creates administrative rules for the agency, and provides policy advice to the DCBS Director on request.

The Workers' Compensation Board is an independent agency that shares central services with the Department of Consumer and Business Services. DCBS consists of the Workers' Compensation Division; Oregon Occupational Safety and Health Division; Division of Financial Regulation; Building Codes Division; Small Business Ombudsman; and Ombudsman for Oregon Workers. The department provides shared services to all divisions through the Director's Office and Central Services Division. DCBS employs approximately 950 employees and has a biennial operating budget of approximately \$685 million, which includes the Workers' Compensation Board.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Evaluate and interpret legal documents and stakeholder communications in support of 2-4 Administrative Law Judges (ALJs) to determine and implement appropriate processing decisions based on applicable statutes, rules, and agency policies and procedures. Serve as liaison between the parties, the ALJs and the Workers' Compensation Hearings Division to interpret and resolve problems. Responsible for complete working knowledge of relevant statutes, rules and policies as they apply to various situations that arise from processing legal documents and telephone/e-mail contact with outside stakeholders.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Ongoing			- Perform position duties in a manner which promotes diligent public service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. - Foster and promote the importance and value of a diverse, discrimination and harassment free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity related efforts in order to diversify the workforce. - Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. - Responsible as a data steward. Understands and captures accurate, reliable, shareable data for the benefit of the agency. Accountable for controlling access to the data. Reviews risk assessments and controls. Resolves data issues. Prepares and sign off on IMD service requests. Coordinates changes to the meaning of data. Maintains business rules and data definition information. Ensures that any computation of data is accurate and not misleading.

30%		E	Legal Case Activity: - Analyze and interpret high volume complex case activity, including legal motions such as requests for special hearing sets or postponements, and withdrawals of requests for hearings. Apply established procedures to each specific case and determine which procedure to apply based on Board rules and case precedent. For example, when a motion to join additional parties is filed by a litigant, develop necessary documents or orders for the ALJs' review and signature. - Coordinate a proficient and efficient work flow. The production of timely and accurate work is vital to the resolution of cases involving work injuries/illnesses and work place safety. Determine which telephone calls, mail correspondence, incoming documents and orders can be handled independently within established guidelines, which need to be referred elsewhere, e.g., Ombuds for Oregon Workers, retained attorney, or another agency, and which need ALJ attention. - Review Claim Disposition Agreements (CDA) and Disputed Claim Settlements (DCS) prepared by outside parties to determine if the settlement agreements meet the statutory, administrative rule and case law requirements for ALJ approval. Obtain additional information as deemed appropriate upon evaluation and process accordingly. Review file for current Retainer Agreement and follow-up with attorneys of record to ensure compliance with the appropriate rules and laws. - Review case filings and correspondence received from litigants. Analyze case information to determine which action should be taken and prepare appropriate documents for ALJ review, revision and approval. Prepare draft orders where applicable per statute and administrative rule for dismissal orders for settlements or hearing request withdrawals. Proofread Opinion and Orders, including cite check, to ensure references to caselaw and statutes are accurate. Coordinate finalization, approval, and mailing of orders, correspondence, and documents (e.g., Claims Disposition Agreements, Dismissal Orders, Opinion and Orders, and Confidentiality Agreements) to all necessary parties and stakeholders using established policies and procedures. May transcribe dictation of confidential or legal information. Utilize proper format and ensure deadlines are met for issuance of orders. Preserve confidentiality of documents as appropriate.
20%		E	Monitor high volume caseload to ensure timely action by both the ALJs and judicial assistants: - Prepare case status reports and calendars for both ALJs and judicial assistants. Maintain a central filing system and manage document flow for case files related to Oregon workers' compensation law, including responsibility cases, and OR-OSHA cases, in various stages of litigation including pre and post-hearing, pending settlement, pending and post-mediation, and with open or closed records. Monitor and track follow-up case activity, e.g., statutorily mandated re-docketing requirement of 120-days to ensure parties' rights are met. Monitor and track to ensure statutorily mandated notice to the parties has been met or properly waived e.g., 60-day statutory requirement for Notices of Hearing. Monitor and track case record closure actions to determine statutory timeline for issuance of Opinion and Orders. - Evaluate correspondence and legal documents received for proper notice to all parties involved. Provide production and delivery of documents to opposing party. Interpret parties' requests, including requests from unrepresented claimants,' to determine legal action

			needed, such as obtaining the position of the opposing party on motions and/or scheduling a conference with the assigned ALJ.
15%		E	Prepare litigation files for ALJs: • Collect, organize, and index relevant documents and exhibit submissions. Evaluate and organize requests for hearing, identifying key issues, to prepare case file for hearing. Initiate contact with attorneys of record to obtain missing documents and/or identify mis-numbering as necessary. Initiate contact with and inform attorneys of record when preparation and submission of amended Master Exhibit Lists are required by ALJ. • Manage computerized litigation support database by ensuring all relevant information is entered as appropriate. Research case information to ensure all relevant information is submitted, such as all claimants, employers, and insurance carriers are named and joined in ORS 656.283(3)(b)/OAR 438-006-0064 responsibility cases. Enter the appropriate information into the Oracle database to add, delete, or change parties in hearing and mediation notices and initiate party notification.
15%		E	Communicate clearly and effectively verbally and in writing to incoming inquiries and correspondence: • Respond to inquiries from parties, practitioners, inter- and intra-agency personnel, and the Ombuds for Injured Workers' concerning matters regarding hearings, mediations, confidentiality agreements, closing arguments, CDAs, DCSs, and attorney retainer agreements. For example, when requests or motions are received from litigants, such as when a motion to consolidate issues or requests for hearing is received, research the case history, case files, and the database to determine the necessary course of action. • Explain rules, policies and procedures to stakeholders in such a way that they understand, by clarifying issues, and explaining the requirements necessary for the particular circumstances in each specific case.
10%		E	Docket coordination and scheduling: • Coordinate and schedule Administrative Law Judge appointments, conferences, meetings, hearings, mediations, safety cases, and special sets. Maintain Administrative Law Judges' calendars and dockets.
5%		E	Collect information and make recommendations regarding agency work processes and procedures: • Research and compile statistical case activity information and provide reports to the ALJs and/or the Presiding ALJ. Information is used by the ALJs and/or management to make program-related decisions. Run reports to verify individual case status. Research case files to ensure case action is on track. Establish and monitor legal argument briefing schedules to ensure submission timeliness and make recommendations to ALJs on necessary action. • Participate in ongoing evaluation of program work processes relating to the Hearings Division in order to ensure efficient workflow and services to parties and other stakeholders. Contribute to evaluation of new processes by determining impact to the database and the process flow.

			Meet with Hearings Division Manager or Administrative Law Judges to discuss objectives. Recommend best method of processing.
5%		NE	Other Duties: • Serve as backup for Reception. May serve as backup for mailroom duties; stamp, sort and distribute both US Postal Service (USPS) and interagency mail; maintain postal meter; affix postage on outgoing mail; prepare daily outgoing shuttle mail and occasional UPS shipments. • May take meeting minutes or serve as support staff meeting moderator. May order office supplies. May work in coordination with the property specialist in Salem to order forms, brochures and business cards. May serve as the Division's safety representative. May contact vendors. • May update log of office keys including keys for unstaffed offices. May serve as a member of various task forces and committees as assigned. Perform other duties as assigned.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work in typical office environment, assigned to one or more ALJs. May sit for extended periods of time using computer terminal or performing other job functions. May come in contact with agitated claimants, employers or attorneys. Occasional travel may be required.

This position is eligible for remote work on a part-time basis once the incumbent has gained the proficiency to perform work independently. However – regular, scheduled office hours are also required.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

IRM04-DCBS Application Development Policy, IRM07-DCBS Corporate Data Policy

Data Stewardship References:

HIPAA (Health Insurance Portability & Accountability Act), Public Records laws (ORS 192.501), Juvenile Information Protection Act, Rehabilitation Act Section 508 (ADA), Credit card standards, DAS IRMD Security Guidelines, HB 2112 UETA (Uniform Electronic Transaction Act), H.B. 3839 (Keep electronic funds transfer data private), E-SIGN, Oregon Signature Law, Consumer privacy (in financial services) OAR, ORS, OPEU contract, Personnel Rules and Regulations, Archive guidelines, Agency contracts.

b. How are these guidelines used?

The Policies describe the data steward role in managing DCBS system and data. The Data Stewardship References describe requirements and issues that should be considered by a data to properly manage data for which they are responsible.

OPEU contract used in daily management and supervision. Personnel rules and regulations are used for corrective action/discipline issues and for various administrative matters such as processing travel expense sheets and payroll time sheets.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Attorneys/Paralegals/ Legal Assistants	Phone/Email/Teams/Person	Give/receive/verify information, Agency meetings	Weekly, as needed
Employers/Insurers/Work ers	Phone/Email/Teams/Person	Give/receive/verify information, meetings	Daily, as needed
Office of Ombuds for Injured Workers	Phone/Email/Mail/Person	Give/receive/verify information, answer questions	Daily, as needed
WCD, including Ombuds for Injured Workers	Phone/Email/Mail/Person	Give/receive/verify information, answer questions	Weekly, as needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions are made and independent judgment is used in responding to complex questions such as whether a party is requesting to bifurcate issues or abate an order. Responses are made in writing, by telephone, and in person. Determines appropriate course of action regarding a variety of highly sensitive and/or confidential matters consistent with policy, rules, procedures and ALJ discretion. Determination is made regarding which telephone calls, mail correspondence, incoming documents and orders can be handled independently within the established guidelines; which need to be referred elsewhere, e.g., Ombuds for Injured Workers, retained attorney, or another agency; and which may need ALJ attention. Decisions affect work flow and unit standards for timely processing, and failure to consider agency's obligations per ORS 656 and OAR 438 could result in the loss of injured worker or employer rights, unnecessary costs to the agency, or violation of state and federal laws, policies, and procedures.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Hearings Division Support Staff Manager	2100.596	Meetings/Email/Teams/ In Person	Daily	For general office and administrative/ personnel matters, and monitoring for performance evaluation.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____
How many employees are supervised through a subordinate supervisor? _____
- b. Which of the following activities does this position do?
- | | |
|---|--|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |

☐ Disciplines and rewards

☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position must be knowledgeable of medical and legal terminology, possess expert grammar and organization skills, and ability to type from dictation/transcription. This position requires expert telephone and in-person communication skills that demonstrate a positive experience with attorneys and concerned parties, including agitated individuals. Demonstration of the ability to meet processing deadlines is critical to performance in this position.

Special Requirements:

Position is subject to a criminal background check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date