



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/21/2026

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc – Supervisory
Mgmt Svc – Managerial
Mgmt Svc - Confidential

Agency: Workers' Compensation Board

Facility: 2601 25th St SE, Ste 150, Salem OR 97302

New Revised

SECTION 1. POSITION INFORMATION

Form with fields a-j: Classification Title (Law Clerk), Classification No (C1520), Effective Date (June 1, 2026), Position No (2200500), Working Title (WCB Law Clerk), Agency No (44000), Section Title (Board Review), Budget Auth No (224500), Employee Name, Repr. Code (OAS), Work Location (Salem - Marion), Supervisor Name, Position (Permanent, Full-Time, Part-Time, etc.), FLSA (Exempt, Non-Exempt), Eligible for Overtime (Yes).

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:

The purpose of this position is to perform extensive legal research and writing on complex factual, medical, and legal issues to develop knowledge of Oregon workers' compensation law.

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
Ongoing			<ul style="list-style-type: none"> 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.
90%	N	E	<p>Research and Writing:</p> <ul style="list-style-type: none"> Research: conduct in-depth legal research of applicable workers' compensation statutes, administrative rules, case law, legislative history, and treatises. Preferable to utilize LexisNexis, but may also utilize other relevant mediums. Memo/Order Writing: After conducting intensive research, prepare a written recommendation to resolve the issue(s) raised. The written recommendation may take the form of a memorandum or proposed order. A proposed order includes findings of fact, legal reasoning, and legally supported conclusion(s).

10%	N	E	Miscellaneous: <ul style="list-style-type: none"> Other duties as assigned, including special assignments by Managing Attorney, Assistant Managing Attorney, WCB Member, or Senior Staff Attorneys. May include assisting staff with processing of Claim Disposition Agreements and Disputed Claim Settlements, drafting summaries of WCB and appellate court cases, and revising forms and procedures.
Ongoing	N		<ul style="list-style-type: none"> Maintain the highest standards of professional conduct, confidentiality, and ethics.

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.

Normal office environment, but with the opportunity to remote work. Tight deadlines due to statutory requirements. May require occasional travel. The position is permanent part time.

This position is eligible to telework 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.

Oregon Revised Statutes; WCB, WCD, and OSHA administrative rules; appellate court decisions; WCB and WCD decisions; appellate court style manual; state/federal constitution; and other legal research materials.

b. How are these guidelines used?

One or more should be consulted in every work product.

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?
Board Members	In person, phone, email, or video conference	Communication regarding draft orders on cases	Daily
Managing Attorney/ Assistant Managing Attorney	In person, phone, email or video conference	Communication regarding draft orders on cases, and project assignments	Daily
Senior Staff attorneys	In person, phone, email or video conference	Communication regarding draft orders on cases, and project assignments	Daily
WCB employees	In person, phone, email or video conference	Agency happenings and/or file processing needs	Weekly

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

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

This position will be drafting decisions on orders for cases within the Board’s jurisdiction, under the supervision of the assistant managing attorney.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Legal Dispute & Resolution Manager 3	2200.487	In person, by phone, through email.	Weekly	For form, accuracy, and legal reasoning.
Board Members		In person, by phone, through email.	As needed	For accuracy and legal reasoning.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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:

- Current second- or third-year law student enrolled in an ABA accredited law school.
- General knowledge of legal terminology, concepts, and principles.
- Skills in analyzing and interpreting laws, rules, and regulations and applying them to specific situations.
- Excellent knowledge of proper grammar, punctuation, spelling, capitalization, and sentence structure.
- Proficiency in electronic word processing and in electronic research tools, such as LexisNexis.

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
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

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		