

LEGAL & COMPLIANCE ANALYST

SUMMARY OF PRIMARY FUNCTION

Provides legal and compliance support to IA American Life Insurance Company and its subsidiaries and affiliates. Analyzes legal, regulatory and compliance issues, and makes recommendations to department management in support of the Companies' legal and regulatory compliance objectives.

ESSENTIAL DUTIES

Legal Support – 60%

- Handles a variety of complex legal research. This includes reviewing, summarizing, and monitoring legal, regulatory and industry issues, information and changes such as insurance laws, regulations, corporate governance and organization laws and issues, corporate filing requirements, product structures, advertising and marketing regulations, and claim processing requirements.
- Supports Chief Legal Counsel in addressing questions from operations departments regarding legal and regulatory issues, many of which will be handled by the incumbent independently and some of which will require consultation and oversight from the CLC.
- Utilizes various legal research tools, including LexisNexis, secretary of state department websites, the NAIC website, state insurance department websites, federal agency websites, insurance industry websites such as ACLI and CEFLI, Clear Reports, and other legal and industry resources and publications.
- Prepares, distributes, and may verbally convey research findings, summaries, and recommendations as needed to departments throughout the Companies.
- Communicates and coordinates requests, projects, and deadlines with various individuals on behalf of the department, internally and externally.
- Prepares draft responses to consumer and regulatory complaints and follow-up inquiries.
- Prepares draft responses to subpoena, discovery, and other regulatory requests for records, coordinating the collection of documents and responses with the assistance of other departments, and preparing final file for submittal to requestor.
- Assists with management of the Legal Service Request inbox by reviewing, researching, and providing analysis and recommendations of Legal Service Request issues.
- Prepares drafts of certain basic legal and corporate documents and correspondence, such as certificates of incumbency, releases, resolutions, and affidavits, among others.
- Maintain internal database records for subpoena and discovery records, internal legal request records, and litigation records.

Corporate Governance – 15%

- Contributes as requested to ensure all regulatory requirements and deadlines related to the Companies and their Boards, directors and officers are met.
- Assists in the research and drafting of corporate resolutions, certificates and related documents.
- Supports the research, preparation and drafting of corporate and regulatory materials required for corporate governance compliance. Examples include NAIC UCAA filings, including withdrawal and other corporate applications, various Holding Company Act and other state insurance department filings, and state Corporation Commission filings, such as amendments to and cancellations of Certificates of Incorporation/Formation.
- Assists in the review and maintenance of accurate corporate information on Englobe for all U.S. subsidiaries and affiliates of the parent company.

Compliance – 15%

- Assists with drafting annual and periodic regulatory filings, including fraud reports, TPA reports, and other various reports.
- Contributes to maintenance of the Department calendar reflecting the timing and tracking of all such reports and filings.
- Assists in the collection and organization of materials in response to external and internal audit examinations.
- Supports compliance requests as required.

Misc. – 10%

- Manages special strategic projects and process improvements as assigned.
- Keeps all work organized and appropriately tracks within electronic and paper filing systems and other department resources.

EDUCATION, WORK EXPERIENCE, AND TRAINING REQUIREMENTS

- Bachelor's degree with a Paralegal certificate preferred (Associate degree and/or certification in Paralegal Studies with relevant work experience will be considered in lieu of Bachelor's degree).
- At least five years of corporate legal work experience with an in-house legal department or law firm.
- Life Insurance industry or Financial Services industry experience strongly preferred.

KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS

- Excellent legal research and analysis skills.
- Excellent written and verbal communication skills.
- Strong technical skills, including:
 - Microsoft Office, especially Word, Excel, Access, PowerPoint, and strong understanding of basic MS Windows functionality.
 - LexisNexis, Westlaw, Diligent, and other internet-based research resources.
 - Ability to learn other software systems quickly and effectively.
- Familiarity with certain legal concepts.
- Strong attention to detail.
- Ability to analyze, think critically and solve problems.
- Ability to perform under pressure and manage multiple projects with little supervision.
- Ability to keep work well organized and prioritize well to meet deadlines.
- Excellent record-keeping skills.
- Ability to take initiative and responsibility for assigned work.
- Ability to receive direction and work with supervisors well.
- Ability to work independently as well as function effectively as a team player.
- Ability to adapt well to change, both procedural and organizational.
- A positive, learning-oriented attitude.
- Ability to maintain strict confidentiality is critical.

WORKING CONDITION, PHYSICAL AND MENTAL REQUIREMENTS

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

IMPORTANT NOTE

This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.