

# Coordinator IV, Property and Liability Claims

## Position Details

Job Code U7403

Reference Code: A419

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to coordinate the Clark County School District's self-insured property and liability programs and in accordance with Nevada Revised Statutes (NRS), manages the daily functional activities of insurance maintenance, claims management, and specialized services performed by outside organizations. This position reports to the Director, Risk Management Department, Business and Finance Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establish goals and objectives for the self-insured property and liability programs; develop management directives, policies, and procedures for the effective administration and coordination of the programs.
2. Identify District risk exposures and develop recommended procedures to protect District assets and to control losses; represent the department in meetings to pursue adoption of the procedures.
3. Develop procedures to supervise and train all technical personnel assigned to the specialty functions of the property and liability claims management function.

4. Function as the senior claims manager for property and liability claims; oversee and direct claim investigations; assist with post-loss assessment to determine validity of the claim; and coordinate offers/settlements.
  5. Coordinate management of litigated property and liability claims with the Office of the General Counsel.
  6. Provide technical assistance to schools and other departments related to interpretation of District policies and regulations, federal and state statutory and regulatory requirements, and recommended procedures for preventing or controlling losses.
  7. Prepare summary reports of historical claims data. Develop actuarially based budgets/operating plans and monitor compliance with governmental accounting/solvency standards or regulations.
  8. Perform other duties related to the position, as assigned.
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## **Position Expectations**

None specified.

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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university with a major in business administration, public administration, or other related field or currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

None specified.

### **Experience**

1. Satisfactory service in a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years of progressively responsible experience in insurance administration/claim adjudication.

### **Preferred Qualifications**

1. Advanced degree(s) from an accredited college or university in business administration, insurance, risk management, or law.
2. Professional certification in claim adjusting, risk management, or insurance.

3. Knowledge of Nevada tort law.
4. Work experience with a self-insured public entity.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 04/18/22
- Created: 12/18/08