

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CLAIMS EXAMINER

Class Code: 2103

Grade: 52

CLASS DEFINITION AND SUMMARY:

Under general direction, manages low to medium severity claims arising from one or more lines of insurance using established procedures, practices, and policies.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Activates appropriate level of response to accident investigations.

Directs post loss assessments and determination of scope and resources required in conducting claim investigations.

Serves as a district liaison and coordinates support to school district site administrators, claims adjusters/examiners, and other parties or counsel to facilitate claim investigation, settlement, and closure.

Supports litigation management activities with documentation processing and discovery follow-up or coordination.

Handles subrogation and excess insurance claims.

Develops and makes presentation of information to district employees; disseminates information following accidents or injuries.

Researches pertinent statutes, case law, and professional publications in developing coverage determination.

Attends and participates in administrative or legal hearings, as needed.

Settles or closes claims in accordance with district regulations.

Develops and maintains database management systems in support of underwriting, actuarial, financial, or district level management decision making needs.

Promotes public relations and deals tactfully and diplomatically with people.

Prepares reports as requested.

Determine if coverage exists based upon analysis of the facts, and applicable rules, regulations, and laws.

Negotiate claims to a timely conclusion.

Conforms to safety standards as prescribed.

Performs other tasks related to the position assigned.

DISTINGUISHING CHARACTERISTICS:

Involves conducting post loss assessments. Determines scope and resources required to conduct claim investigations and bring claims to a timely conclusion.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of technical aspects of field(s) of specialty (Workers Compensation, Liability, Property, etc.)

Knowledge of case law precedents, statutory/medical documentation research and analysis techniques.

Knowledge of business administration practices and database management systems.

Knowledge of insurance industry claims management standards and actions.

Knowledge of claims investigation, processing, and settlement procedures.

Ability to conduct problem analysis and make recommendations.

Ability to understand and explain laws, regulations, procedures, and financial reporting.

Ability to write clear, accurate and concise reports and documentation.

Ability to coordinate multiple projects and meet predetermined deadlines.

Ability to make presentations to individuals or large groups.

Ability to perform complex mathematical computations and statistical analyses.

Ability to use a computer and software applications related to assignment.

Ability to process confidential information and be responsive to the needs of others.

Ability to work flexible hours or shifts.

Ability to develop and maintain an effective working relationship with district staff, other agencies and the public.

Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).

Two (2) years experience in insurance, claims, risk management, or legal office; and completion of Introduction to Claims from the AICPCU/IIA*, or comparable international designation; or,

Three (3) years experience in insurance, claims, risk management, or legal office.

*AICPCU/IIA = American Institute of Chartered Property Casualty Underwriters / Insurance Institute of America.

LICENSES AND CERTIFICATES:

Valid Class C Nevada Driver's License.

Copy of driving history issued by the Department of Motor Vehicle at time of application or Qualified Selection Pool (QSP) placement **and** at time of interview prior to final selection.

PREFERRED QUALIFICATIONS:

1. Completion of Associate in Claims courses.
2. Administrative experience relating to insurance claim adjusting and/or litigation.
3. Computer literate.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.)
2. Valid Class C Nevada Driver's License.
3. Copy of current driving history issued by the Department of Motor Vehicle.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Business and Finance Division and other district sites/facilities.

Strength: Sedentary/Light – Exert force to 10 lbs. occasionally, or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone, Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, computer monitor and other monitoring devices.

Environmental Conditions: Climate controlled office setting and exposure to moderate noise intensity levels.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASK:

Various computers, printers, copy machines, calculators, fax machines, telephones, etc.

Clark County School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Clark County School District will provide reasonable accommodations to qualified individuals with disabilities.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 855-5444.

09/22/06

Revised: (04/14/08)