

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED APRIL 2004
RANGE: 42.5
CLASSIFIED
CODE: 4

CLAIMS ASSISTANT – WORKERS' COMPENSATION

DEFINITION

Under general supervision, to perform responsible and technical functions pertaining to the County Schools Workers' Compensation Insurance Program;

to provide assistance to participating agencies pertaining to workers' compensation insurance coverage, industrial illness and injury, employee benefits, and workers' compensation claim status;

to do other related work as required.

EXAMPLES OF DUTIES

Under general supervision, perform specialized and technical functions in assisting Claims Examiners with the administration of workers' compensation benefits in accordance with California law;

prepare DWC correspondence and distribute with appropriate attachments in compliance with state regulations.

Schedule medical examinations and ensure proper notification letters are sent;

maintain a system for timely payment of temporary and permanent disability benefits;

coordinate incoming correspondence to ensure response within timelines mandated by law;

provide Claims Examiners with information needed to prioritize cases;

assist in the preparation of documents and other materials needed for use in claims settlement process;

assist in revision, formulation, and implementation of workers' compensation management systems and procedures;

may review, code, and process medical bills for payment;

operate computer terminals and other office machines and equipment;

maintain database of information through use of specialized workers' compensation computer software;

prepare and verify the accuracy and completeness of ad-hoc computer reports;

interpret and provide information regarding routine legal mandates, policies, regulation, and workers' compensation guidelines to vendors and injured workers;

compile statistical data and prepare reports as needed;

provide technical information to school districts and state agencies.

QUALIFICATIONS

Knowledge of:

Methods, practices, and procedures pertaining to an insurance program, English usage, spelling, grammar, and punctuation;

operation of automated data management, storage, and retrieval systems;

modern office practices, procedures, and techniques;

organization and planning methods, techniques, and practices.

Ability to:

Skillfully perform complex and technical insurance related clerical functions and assist in claims management with minimal direction;

assist in preparation of management reports;

perform arithmetical calculations with accuracy;

prepare, review and analyze insurance files, records, summaries, and reports;

answer basic insurance questions from vendors and injured workers;

advise other insurance clerical personnel;

effectively and efficiently operate computer terminals and other office machines and equipment;

type or keyboard at a net corrected speed of 35 words per minute;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of clerical/account clerk work experience in an insurance setting required.

Experience with workers' compensation claims is preferred.

Education:

Education equivalent to the completion of the twelfth grade, supplemented by training or coursework in business and general office practices.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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