

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED APPROVED JANUARY 1997
RANGE: 52.5
CLASSIFIED
CODE: 2, 8

LEAD CLAIMS EXAMINER
(Property and Liability)

DEFINITION

Under direction, to perform responsible, technical, and lead functions pertaining to the County Schools Property and Liability insurance programs, to provide assistance, counsel, and information to participating agencies regarding property and liability insurance coverage including but not limited to auto physical damage (compensation and collision) coverage, auto liability insurance issues, insurance, property insurance, commercial general liability, and various crime coverages.

EXAMPLES OF DUTIES

Perform a variety of functions regarding the property and liability insurance program;

including program orientation, claims processing and investigation, loss determination and adjustment, and other related matters;

assist member districts in the review, investigation, and document preparation pertaining to a variety of claims and losses, including weather damage, burglary, vandalism and malicious mischief, theft, water damage, automobile physical damage and liability, professional liability, employee dishonesty, including inside and outside crime.

Review report forms and other documents for accuracy and completeness;

input data into automated data management, storage and retrieval system, extract output reports including ultimate loss, review data and prepare statistical reports and records regarding claim status and litigation assignments;

maintain appropriate inventory claim forms and other related forms and documents;

prepare the necessary documentation to assign cases to defense counsel;

participate in claims settlement conferences and settle claims within a predetermined range;

assist providers regarding service/claims problems, issues, and concerns;

verify insurance coverage for various member agencies;

compile statistical data and reports required in the administration of property and liability insurance programs;

maintain contact with employees of member districts and respond to questions pertaining to vehicles, property values, and claim procedures;

prepare correspondence and memoranda pertaining to various property and liability related problems, issues and concerns;

assist insurance unit personnel with unusual problems and issues.

QUALIFICATIONS

Knowledge of:

Procedures, methods, and techniques pertaining to the operation of the property and liability insurance programs, including legal mandates, policies, regulations, self-insurance agreements, claims processing and adjustment procedures;

English usage, spelling, grammar and punctuation;

modern office practices and procedures;

standard business machines and automated data management, storage and retrieval systems and equipment.

Ability to:

Skillfully perform responsible lead tasks pertaining to a comprehensive property and liability insurance program;

effectively resolve claim and loss problems, issues and concerns;

prepare fiscally related reports and summaries and concise management reports;

perform arithmetical calculations with speed and accuracy;

type at a net corrected of 40 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:

A minimum of three (3) years of property and liability insurance examiner experience, preferably with a self-insured (joint powers agency) public entity program.

Education:

Equivalent to the completion of the twelfth grade, including course work and training in business office practices and property and liability insurance operations.

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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