

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2005
RANGE: 55.5
CLASSIFIED
CODE: 2, 4

PROPERTY AND LIABILITY ADJUSTER I

DEFINITION

Under direction, to supervise the handling and adjustment of complex Property and Liability claims for SISC's (Self Insured Schools of California) self-insured program.

Personally handle individual claims.

EXAMPLES OF DUTIES

Assist, train and instruct assigned staff;

assist in the development of strategy, negotiation and settlement of the more complex Property and Liability claims;

handle an individual case load and conducts in-depth law investigations;

assist with assigning, evaluating and supervising the investigation and adjusting of Property and Liability claims by staff and/or outside adjusting firms;

may provide input related to employee performance evaluations;

evaluate claims management procedures and recommend modifications to maximize productivity and cost effectiveness;

appear at the court ordered mandatory settlement conferences and mediations;

provide information regarding department needs;

respond to inquiries regarding claims as needed;

prepare reports and correspondence;

inform the Property and Liability Adjuster II of significant or controversial issues in a timely manner.

QUALIFICATIONS

Knowledge of:

Procedures, methods and techniques pertaining to the operation of a self-insured Property and Liability program;

Self-Insurance agreements, primary and excess memorandums of coverage;

Government Code; Education Code; Vehicle Code; and Code of Civil Procedure;

claim statutes, claim/loss processing and adjustment procedures;

English usage, spelling, grammar and punctuation;

modern office practices and procedures;

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

Ability to:

Skillfully perform responsible lead tasks pertaining to the administration of self-insured claim/losses of participating agencies;

independently assess damages, conduct field investigations, establish and maintain claim files and reserves;

perform arithmetical calculations with speed and accuracy;

provide payment of claims;

review and assist in litigation defense;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

drive to client districts in California.

Experience:

Two (2) years of progressively responsible experience in the adjustment, analysis, reserving, rating, negotiating and handling all aspects of Property and Liability claims from inception through litigation to closure.

Education:

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Economics, the Social Sciences, or a related field;

OR

Associate of Arts degree or the equivalent from an accredited institution and four (4) years of relevant experience as stated above.

Conditions of employment:

Possession of a valid Class "C" California driver's license at time of appointment.

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

12/8/15

G:\Property Liability Adjuster I.doc