

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2005
RANGE: 42.5
CLASSIFIED
CODE: 4

CLAIMS ASSISTANT – PROPERTY AND LIABILITY

DEFINITION

Under general supervision, to perform responsible and technical functions pertaining to the SISC Property and Liability Program;

to provide assistance to districts, medical vendors, parents, businesses, attorneys and other agencies pertaining to the Property and Liability program;

to do other related work as required.

EXAMPLES OF DUTIES

Under general supervision, perform specialized and technical functions assisting Claims Examiners with the administration of the Student Accident coverage, Tackle Football, KCCD Student Accident Program, the Supplemental Student Accident and Tackle Football program; and the Property and Liability program.

Receive, prepare, alphabetize and distribute daily correspondence with the appropriate attachments to the appropriate examiners;

scan incoming material into the database;

provide Claims Examiners with information needed to prioritize claims;

prepare documents and other materials needed for use in claims processing;

provide verification of insurance coverage through the employer;

prepare correspondence, claims material, and track claims for the Supplemental SI and TF insurance programs;

provide information regarding routine Student Insurance, Tackle Football, Property and Liability policies and guidelines to medical vendors, school personnel, parents and attorneys;

operate computer terminals and other office machines and equipment;

assist in the input, preparation, and printing of Certificates of Insurance;

assist in preparation of reports for ratings, and claim and loss runs;

maintain the SISC Tackle Football, and Supplemental Student Accident and Tackle Football eligibility databases;

maintain eligibility data and premium information for the Supplemental Student Accident and Tackle Football programs.

QUALIFICATIONS

Knowledge of:

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

H.C.P.C.S. codes and ICD-9 codes and usage thereof;
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 responsible tasks pertaining to a comprehensive Student Insurance, Tackle Football, or Property and Liability program;

assist in the preparation of management reports;

perform arithmetical calculations with accuracy;

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

answer basic insurance questions from vendors and parents;

type or keyboard at a net corrected speed of 30 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

A minimum one (1) year of medical billing experience in an insurance setting or two (2) years of clerical billing experience in a medical setting is required;

or education equivalent to the work experience

Education:

Education equivalent to the completion of the 12th 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

10/20/15

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