

<b>Job Class Code: 1010</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Code: 3</b>	<b>EEO Category: 6</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to prepare and maintain insurance information, reports, and related documentation. The class is responsible for verifying insurance information, preparing reports, providing information to clients, and maintaining insurance data. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Verifies insurance coverage in order to process client information.
- Prepares various account reports such as appeals, insurance claims, and/or cash receipts and deposits.
- Provides insurance information to clients to answer inquiries and/or completing interviews.
- Calculates refunds and adjustments in order to prepare insurance forms.
- Enters insurance data in computer.
- Maintains insurance files for record keeping.
- Performs other related tasks as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Computes or performs arithmetic operations using data or information.
<b>Interpersonal/People Involvement</b>	Speaks or signals to people to convey or exchange information.
<b>Reasoning Requirements</b>	Performs semi-routine work solving occasional problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
<b>Mental Requirements</b>	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in business administration, accounting, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standards, this class requires a minimum of three months of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	None

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessary list the essential job functions for a given position in a classification.*