

Position Code: 0265	FLSA Status: Non-Exempt
Pay Code: 3	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform responsible professional and administrative work in the administration of the City's self-insurance program. Work is performed under regular supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Obtains timely accident reports from departments for workers' compensations reports, automobile liability claims, and general liability claims. • Processes workers' compensation claims having up to a moderate level of complexity, determines the compensability, coordinates accounting issues, authorizes medical treatment and medications, coordinates and directs outside specialists, tabulates and processes payment of indemnity obligations and authorizes and processes the payment of invoices. • Processes automobile liability claims and general liability claims having up to a moderate level of complexity to include: analyzing claim allegations, determine liability, coordinating and directing outside specialist such as field adjusters, and tabulates and processes payment of invoices. • Creates new claim files for all lines of insurance claims having up to a moderate level of complexity and sets reserves, verifies the appropriateness of invoices and bills, notifies the excess insurance carrier and reports to appropriate state oversight agencies. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and computes discounts and interest rates, or computes ratios, rates, and percents.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices or uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in insurance, law, medicine, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	None

City of Chesapeake

Class Title: Liability Claims Adjuster I

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 is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.