



Liability Claims Coordinator
Administrative Services

AS/5
Pay Grade: 17

JOB SUMMARY

This position is responsible for the processing of liability claims.

MAJOR DUTIES

- Reviews claims to identify covered and non-covered allegations.
- Maintains files, including diaries; updates all reported claims and incidents.
- Maintains updated log of all reported claims to include paid, reserve and total experience amounts.
- Maintains follow-up system for periodic status checks on all open claims.
- Submits "Notice of Claims" to the insurance broker in a timely manner, when applicable.
- Directs disputed and complex claims to third-party administrator and/or County Attorney.
- Maintains and reconciles general ledger for the Claims Paid Account.
- Prepares requisitions and requests for payment regarding liability claims.
- Prepares annual report of Property/Casualty/Liability Fund, including an analysis of claims.
- Advises insurance carrier of new assets to insure.
- Maintains files and logs of all insured automobiles and buildings.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of liability claim management principles.
- Knowledge of computers and job-related software programs.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.

- Knowledge of generally accepted accounting principles.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Administrative Services Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include accident reporting procedures and property damage claim procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and management duties. The variety of claims contributes to the complexity of the position.
- The purpose of this position is to coordinate the processing of liability claims against the county. Successful performance contributes the efficient and effective settlement of claims.

CONTACTS

- Contacts are typically with coworkers, attorneys, auditors, insurance adjusters, vendors, claimants, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.
- Must have a high school diploma or GED from an accredited institution.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date