



# RISK MANAGEMENT SPECIALIST/CLAIMS ADMINISTRATION DESCRIPTION

Job Title: Risk Management Specialist – Claims    Job Code: RR105

Administration

Effective Date: August 2022

Pay Grade: 121

Revision Date: August 2022

FLSA: Non-Exempt

## NATURE OF WORK

Under limited supervision, provides complex support to the Department Director and performs a variety of administrative and technical risk management functions for the Lewis County Risk Department; coordinates the administration of assigned Risk Management programs; conducts routine accounting tasks; and performs other related duties as assigned.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists with the County's Risk Management Program under the direction of the Department Director.
- Advises, assists and briefs the Department Director and occasionally the BOCC regarding risk programs and liability issues; consults with elected and appointment officials on a wide range of risk-related matters.
- Oversees the administration of the County's mishap and tort claims programs; receives and reviews documents, tracks claims; updates and maintains claim records and logs.
- Oversees the administration of the County's self-insured Unemployment Insurance (UI) Program and other Risk programs; compiles and analyzes claims information.
- Maintains and updates departmental databases pertaining to general liability, mishap, and unemployment insurance; compiles and analyzes data; prepares reports of findings, county training, and other Risk-Management related databases.
- Responds to inquiries and provides information to citizens regarding processes for filing tort claims.
- Maintains administrative systems and provides database support in relation to the County's Risk Management, Workers' Compensation and related programs.
- Assists in the preparation and administration of the department budget.
- Coordinates and prepares the annual insurance renewal process and secures coverage for general liability, airport liability, property, equipment, and excess Workers' Compensation.
- Prepares, edits, copies, and maintains risk management correspondence, reports, policies, memorandum, file plans, and/or other departmental documentation.

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- Schedules, coordinates, and participates in meetings with County departments and outside entities on behalf of Risk Management as requested.
- Administers and reconciles the Workers' Compensation Imprest Account and other risk related accounts; verifies the accuracy of workers' compensation billing received from the Third Party Administrator; inputs expenditure information into the departmental database; monitors the distribution of the Imprest account reimbursement check.
- Verifies the accuracy of invoices; researches and corrects billing errors; monitors and tracks departmental expenditures.
- Takes administrative action to recover costs against responsible third parties and/or insurance companies as necessary; processes payments for approved tort claims.
- Works collectively and collaboratively with the Safety Officer, Prosecuting Attorney's office, and other elected offices and departments related to Risk Management, safety, and prevention.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Business Administration or a closely related field; AND four (4) year's Risk Management and/or administrative experience.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- Risk management principles and programs.
- Workers' Compensation and Unemployment Insurance programs.
- Procedures for processing tort claims.
- County policies and procedures.
- Basic accounting principles and practices.
- General office equipment and standard computer software applications.
- Departmental records, reports, and documentation.

**Skills in:**

- Performing a variety of administrative and risk-related technical risk management functions.
- Assisting and coordinating assigned risk management programs.
- Preparing and maintaining a variety of departmental records, reports, and documentation.
- Reconciling Imprest accounts and performing routine accounting duties.

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- Establishing and maintaining effective working relationships with County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.