

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1395

TITLE: CLAIMS SPECIALIST

GRADE: S-20

DEFINITION:

Under general supervision, performs professional claims handling duties in processing the County's Workers' Compensation, automobile, general liability, property and professional liability, and self-insurance/insurance programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class report to the Claims Manager.

ILLUSTRATIVE DUTIES:

Maintains and monitors claims system for Workers' Compensation, auto, general liability, property and professional liability, and self-insurance/insurance programs;
Ensures timely filing of statutory forms and reports with state;
Reviews accident and other claims reports and initiates investigations as appropriate;
Assesses compensability of Workers' Compensation claims and assesses liability on auto and general liability claims;
Coordinates with agencies, employees, physicians' offices and claims providers to ensure timely processing of all claims and responds to related questions or problems;
Provides necessary oversight to assure satisfactory performance by the claims service provider in the management of Workers' Compensation, auto liability, general liability, and subrogation claims;
Reviews and processes liability liquidation vouchers, medical bills and reports, credit compensation memoranda, and related transactions;
Analyzes and maintains statistical records which provide loss information to assist in preparing internal reports for loss analysis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of Virginia Workers' Compensation and tort liability laws;
Knowledge of legal and medical terminologies;
Knowledge of claims investigation techniques;
Ability to identify problems and recommend solutions;
Ability to communicate effectively both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
An associate degree with coursework in accounting, insurance and claims management, or a related field; PLUS Two years experience handling multi-line claims.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: November 16, 1992