

CITY OF SHELTON JOB POSTING 10192017
MAYOR'S OFFICE
JOB TITLE: INSURANCE CLAIMS COORDINATOR
YEARLY WAGE: \$38,992 – \$46,419

NATURE OF WORK: This is a responsible administrative position involving a variety of specialized administrative and secretarial duties in connection with the City's insurance coverages and claims thereunder. (Health and medical insurance coverage is not included.) Work involves responsibility for processing citywide General Liability insurance and Workers' Compensation insurance claims and administering the City's insurance policies. This position also has the responsibility of ensuring that OSHA Recordkeeping Guidelines for Occupational Injuries and Illnesses are followed to avoid penalty.

EDUCATION, EXPERIENCE AND TRAINING: High school diploma or equivalent including or supplemented by courses and seminars in business, personal computers, Workers' Compensation and OSHA Recordkeeping Guidelines, a general understanding of liability insurance coverage and loss information and a minimum of three (3) years' work experience.

KNOWLEDGE, SKILLS AND ABILITIES: The work requires that the employee has considerable knowledge, skill, and ability in all phases of insurance coverage, processing and coordinating claims against the City under its General Liability policies and Workmen's Compensation coverage. **Considerable knowledge of:** OSHA Recordkeeping Guidelines and processing insurance claims. Ability to work independently with minimal direction. Must have excellent organizational skills. Oral and written communication skills. Ability to maintain complex records accurately and prepare a myriad of reports from such records. Ability to make work decisions in accordance with the rules, regulations and departmental policies and procedures. Knowledge and ability to acquire proficiency in use of computer programs and software used by the City, including but not limited to the City Website. **Ability** to establish and maintain effective working relationships with the Administration, superiors, associates, vendors and the general public. Knowledge of the operations of a variety of standard office machines.

The Insurance Claims Coordinator Job Description is attached hereto, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top fifteen (15) candidates who successfully pass a written test will be invited to participate in an oral panel interview. A combined score of the written test and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will hire.

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PROBATIONARY PERIOD: The successful candidate shall be considered probationary for six (6) months following the first day of work for the City of Shelton.

STARTING SALARY RANGE: \$38,992 – \$46,419 per the collective bargaining agreement between the City of Shelton and AFSCME Local 1303-238, Counsel 4 Administrative Clerical Union.

JOB CLASSIFICATION: This position is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Shelton and AFSCME Local 1303-238 Administrative Clerical Union dated July 9, 2015. (Job Classification D)

APPLICATION CLOSING DATE: Applications will be accepted through **5:30 p.m. Friday, November 10, 2017**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF

CITY OF SHELTON

OFFICE OF THE MAYOR

JOB DESCRIPTION

TITLE: INSURANCE CLAIMS COORDINATOR

GENERAL DESCRIPTION:

This is a responsible administrative position involving a variety of administrative and secretarial duties in connection with the City's insurance coverages and claims thereunder. (Health and medical insurance coverage is not included.)

Assignments involve work of a confidential, sensitive and technical nature. Work involves responsibility for processing citywide General Liability Insurance and Workers' Compensation Insurance claims and administering the City's insurance policies. This includes maintenance of an accurate file of General Liability Insurance Certificates of Coverage and claims, and Workers' Compensation insurance claims, processing wage statements for payroll reimbursement, bank transfers, assisting employees and vendors with payment due. This position also has the responsibility of ensuring that OSHA Recordkeeping Guidelines for Occupational Injuries and Illnesses are followed to avoid penalty.

SUPERVISION RECEIVED:

Works independently under the general supervision of the Director of Finance and the Administrative Assistant to the Mayor.

EXAMPLES OF DUTIES:

Coordinates claim information and serves as liaison with all City department heads, Board of Education, the City's Third Party Administrators, Insurance Brokers and counsel.

Process Workers' Compensation wage reimbursements used as the basis for payroll and permanent partial disabilities.

Member of citywide Workers' Compensation Safety Committee; in support of employer safety initiatives. Co-ordinate committee meetings and attend said meetings.

Responsible for keeping and updating insurance records City insurance coverage.

Obtains certificate of insurance for City functions, leases and licenses through City Insurance Brokers of Record.

Maintains records of liability claims and forwards such information to Administrative Assistant, Director of Finance and City Insurance Brokers of Record.

Processes and coordinates initial claim information on city losses and provides information to City's Brokers of Record, and other departments as required.

CITY OF SHELTON

OFFICE OF THE MAYOR

JOB DESCRIPTION

TITLE: INSURANCE CLAIMS COORDINATOR

Prepares and certifies OSHA reports in an accurate and timely manner.

Attends OSHA and Worker's Compensation seminars to keep informed of changes to regulations.

May be assigned to other committees within the City.

Performs related work as required and assigned by the Mayor, the Administrative Assistant or the Finance Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Significant knowledge of OSHA Recordkeeping Guidelines.

Significant knowledge of Workman's Compensation process and General Insurance Liability Recordkeeping Guidelines.

Ability to work independently with minimal direction.

Must have excellent organizational skills.

Excellent oral and written communication skills.

A demonstrated proficiency in math and personal computer usage.

Ability to maintain complex records accurately and prepare a myriad of reports from such records.

Ability to make work decisions in accordance with the rules, regulations and departmental policies and procedures.

Demonstrated ability to type with speed and accuracy.

Knowledge and ability to acquire proficiency in use of computer programs and software used by City, including but not limited to the City Website.

Considerable ability to establish and maintain effective working relationships with superiors, associates, vendors and the general public.

Knowledge of the operations of a variety of standard office machines.

CITY OF SHELTON

OFFICE OF THE MAYOR

JOB DESCRIPTION

TITLE: INSURANCE CLAIMS COORDINATOR

QUALIFICATIONS:

A high school diploma supplemented by courses and seminars in business, personal computers, Workers' Compensation and OSHA Recordkeeping Guidelines, a general understanding of Liability coverage and loss information and a minimum of three (3) years' work experience.

SPECIAL REQUIREMENTS:

None.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.