

RISK MANAGEMENT CLAIMS ADJUSTER ENTRY

JOB CODE ACV32871

- ~~Compiles information for litigation.~~
- ~~Compiles information for subrogation.~~
- ~~Trains to confer and coordinate with the injured party, affected agencies, attorneys and other parties as necessary~~
- ~~Trains with higher level personnel to recognize legal issues.~~
- ~~Assists higher level personnel develop strategies to contain costs and make reserve recommendations~~
- ~~Trains to calculate present and future claim value expense, and to authorize and process payments;~~

Formatted: Justified, No bullets or numbering

Formatted: Justified

WORK RESULTS/PRODUCTS: After 1 year, incumbents are trained in the various basic claims adjusting functions of the Risk Management Claims Adjuster Series and can move to the Journey Level.

WORK CONDITIONS: Work is generally performed in an office setting. There may be occasional travel to accident sites, other offices and agencies.

Formatted: Font: Not Bold

Formatted: Left

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Oral and written English language. Insurance and claims processing practices.

Formatted: Font: Not Bold

Skill in/Ability to: ~~provide excellent customer service. maintain good interpersonal relations. plan, organize and analyze difficult situations. investigate and evaluate facts and situations. negotiate and compromise. learn technical and legal terminology. technology, Workers' Compensation Law, court rulings, medical fee schedules, principles of adjudication, business English, mathematics and office operations, claims processing in accordance with applicable laws, rules, regulations and policies; communicate verbally and in writing; interact with claimants, carriers, attorneys, employers and dependents; learn to evaluate claims materials through interpretation of applicable laws and regulations.~~

Formatted: Justified, Indent: Left: 0", Line spacing: At least 12 pt, Don't hyphenate, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Tab stops: -0.5", Left

learn and administer laws

Formatted: Font: 11 pt, Condensed by 0.1 pt

Formatted: Justified, Indent: Left: 0"

Formatted: Justified, Indent: Left: 0", Line spacing: At least 12 pt, Don't hyphenate, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Tab stops: -0.5", Left

KSAs are typically obtained through experience and/or education in: Insurance industry claims processing. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

Special Selection Factors: Some positions may require possession of and ability to maintain a valid Arizona driver's license appropriate to the assignment. Specialty area(s) will be announced during the recruitment process.