

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76580
Job Class Code:	410	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
Workers Comp Code:	8742		

Job Code Established:	05/11/79	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Industrial Analysis and Examining Series

JOB CODE TITLE: INSURANCE CLAIMS SPECIALIST

HRIS TITLE: INS CLMS SPCT

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of considerable difficulty as a senior journey level property, casualty, and multi-line claims specialist in the State's insurance program; and performs related work as required.

EXAMPLES OF DUTIES: Assists in conducting investigations of accidents, incidents or other occurrence resulting in personal or property loss or other claims against the State including libel, civil rights class actions, and medical malpractice; assembles necessary documents, evidence and exhibits, and interviews principals and witnesses; negotiates and prepares claims settlements for approval by supervisor; investigates and pursues possible subrogation cases to recover monies expended from the self-insurance fund; gives and receives information requiring considerable judgment and authority regarding the current and specific business of the claims section by telephone or direct contact with members of the Attorney General's Office, agency representatives, insurance companies, repair facilities, and other personnel; confers with legal counsel in litigation against the State; writes detailed reports of investigations or inquiries, outlining methods, procedures, events, evidence, activities, and results and making recommendations; composes correspondence dealing with claims matters in ways that call for considerable discretion and involve some judgment and negotiation, replying to inquiries, presenting, and requesting information.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: multi-line insurance claims adjudication practice and procedures; Arizona insurance laws and of the State's self-insurance program operations; insurance industry and medical terminology.

Ability to: investigate, research, analyze, and draw logical conclusions; interpret and apply complex rules, regulations and policies; establish and maintain effective working relationships with those contacted in the course of business.

Skill in: oral and written communication.