

## **WASHINGTON COUNTIES RISK POOL JOB DESCRIPTION**

**Position:** SENIOR CLAIMS ANALYST  
**Reports to:** Director of Risk & Claims  
**FLSA Status:** Exempt  
**Experience Level:** Advanced  
**Annual Salary:** \$77,472 or higher depending on qualifications and experience.

**Nature of Work:** Assist the Director of Risk & Claims in the administration of the Pool's liability claims management program by handling the Pool's most complex, litigated claims brought against member counties.

### **Duties and Responsibilities:**

1. Manage and monitor all liability claims and lawsuits that are assigned by the Director of Risk & Claims. Such claims may include those of the most complex nature experienced by the Pool.
2. Ensures claims are processed and managed in a manner consistent with established goals and objectives, and industry practice.
3. Interpret complex coverage issues and relay the same to the impacted member county.
4. Maintain liaison with reinsurers and excess carriers in administering and reporting on appropriate losses.
5. Attend settlement conferences as required.
6. Handle and respond to specific inquiries on large loss and complex liability claims.
7. Train and supervise support staff in the Deputy Director of Risk & Claims absence.
8. Select attorneys and/or independent adjusters to be assigned on claims or lawsuits.
9. Exercises independent judgment in analyzing complex insurance-legal problems, issues, and situations; develops and implements recommendations.
10. Review and approve legal billings and other invoicing for services and fees related to assigned claims and/or lawsuits.
11. As requested, prepare portions of newsletter dedicated to claims and underwriting.
12. Provide large loss reports and settlement authorization requests as required.
13. Assists member counties in the development and maintenance of their claims management programs and analyzes their effectiveness.
14. May be asked to plan, present and instruct at various training seminars and conferences.
15. Perform other functions as assigned.

### **Knowledge, Skills and Abilities:**

1. Demonstrated ability in explaining, evaluating, negotiating, and settling large losses and complex liability claims and coverage issues.
2. Demonstrated problem solving and negotiation skills in managing large loss claims and complex insurance coverage issues.
3. Knowledge, skills and ability to make complex coverage decisions based on manuscript and ISO coverage documents with minimum supervision and relay same to member counties.
4. Excellent interpersonal, communication, and negotiation skills.

5. Proven ability to plan, organize and supervise the work of others.
6. Proven ability to establish and maintain cooperative and effective working relationships.
7. Flexibility to travel and work irregular hours.
8. Ability to keep sensitive and privileged information confidential.

**Working Conditions and Physical Effort:**

1. Work is normally performed in a typical interior/office work environment.
2. Position requires some overnight travel to member counties as necessary.
3. No or very limited physical effort required.
4. No or very limited exposure to physical risk.

**Minimum Qualifications:**

1. AA degree in business or public administration\*, or AIC certification, **and** minimum of five (5) years of claims management experience of which three (3) years must include public sector claims management; **or** any combination of education and progressively responsible experience which would provide the applicant with a minimum of seven (7) years of education and progressively knowledgeable experience in claims management to possess ability to perform duties of job\*.
2. Supervisory experience is desired.
3. One year of experience in computer claims management information systems.
4. A valid unrestricted (except vision) Washington State driver's license and a driving record meeting WCRP standards.