

**DATE:** April 11, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is a competitive class position.)

**FROM:** Diane Beitzl, Director of Risk Management  
9 Development Court, Kingston, NY 12401

**JOB VACANCY:** Senior Compensation/Disability Claims Examiner / Full-Time /Permanent/Provisional / Benefited

**LOCATION:** Business Resrce Cntr

**SALARY:** \$27.31 / hour (Grade 12)

**FILL DATE:** May 2, 20254



**DISTINGUISHING FEATURES OF THE CLASS:** This position entails responsibility for supervising the examination and processing of claims for workers' compensation/ disability general liability, auto and other insurance coverages that the department is responsible as well as taking part in examining and processing the claims themselves. The work is performed under the supervision of a higher-level employee with some leeway allowed for the exercise of independent judgment. Supervision is exercised over subordinate personnel. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the New York State Workers' Compensation/Disability Law and other statute affecting compensation/disability claims; good knowledge and principles of Property and Casualty Insurance; good knowledge of rules, regulations, policies and procedures affecting claims; ability to understand and interpret written material; ability to supervise the work of others; ability to maintain records; ability to prepare reports and correspondence; ability to operate word processing equipment; ability to type at an acceptable rate of speed; accuracy; tact; ability to exercise a high degree of confidentiality; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Two (2) years of college (generally equal to sixty (60) semester credit hours) and one year of full-time paid experience, or its' part-time equivalent, in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; **OR**
- B. Graduation from high school, or possession of a high school equivalency diploma, and three (3) years of full-time paid experience, or its' part-time equivalent, in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

**IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPT.**

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.