

COMPENSATION/ DISABILITY CLAIMS EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This position entails responsibility for examining and processing claims for workers' compensation/ disability and for performing clerical operations in support of the County Self Insurance Program. The work is performed under the supervision of a higher level employee with some leeway allowed for the exercise of independent judgment. Supervision over the work of others is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Examines claims against the County's Self Insurance Program to determine completeness of information provided and legitimacy of claim;

Recommends to supervisor, approval, disapproval or need for further investigation on claims;

Prepares and issues checks and records expenses to the Self Insurance Program including benefits, awards, medical bills and administrative costs;

Assists participants in the proper completion and filing of forms and releases information on State and County rules and regulations regarding self insurance;

Prepares attorneys' files for Compensation Board hearings;

Receives and processes incoming forms and correspondence according to specific procedures;

Establishes and maintains case files and other office records;

Compiles information for, and prepares a variety of, reports;

Composes and types correspondence relating to insurance claims;

Operates word processing equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the New York State Workers' Compensation/ Disability Law and other statute affecting compensation/ disability claims; working knowledge of rules, regulations, policies and procedures affecting claims; ability to understand and interpret written material; 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); **OR**

- B. Graduation from high school, or possession of a high school equivalency diploma, and two (2) 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.

ULSTER COUNTY
1530 C/D CLM EX
Classification: Competitive
Grade: 10
Union: CSEA

Revised: February 7, 1985
Revised: February 2, 1998