

COUNTY INSURANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The County Insurance Officer is responsible for administering the County's Self Insurance Program. General direction is received from the Chairperson of the Legislature. Administrative supervision is exercised over the work of others. 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 the title may perform some or all of the following, as well as other related activities not described.

Manages self-insurance programs and special reserve funds;

Recommends policies with a view to reducing insurance costs and losses;

Checks rates to obtain benefits of experience rating provisions;

Negotiates insurance programs to obtain the most favorable coverage and cost items;

Under the direction of the Office of the County Attorney, negotiates adjustments of insured and insurers losses with insurers and county employees;

Checks insurance invoices and recommends distribution of costs throughout the County;

Contacts State insurance departments, insurance companies and brokers, as required;

Administers underwriting functions of self-insurance programs and coordinates commercial insurance and self-insurance programs;

Participates in the investigation of accidents and injuries and corroborates in the preparation of material and evidence for County use in hearings, law suits and insurance investigations as directed;

Supervises the procedure for reporting of accidents including workman's compensation;

Assists, when directed, in the investigation and presentations at hearings;

Assists in the negotiations with companies for the adjustment of losses;

Reviews contracts that enter the County and makes recommendations on them;

Recommends clauses for contracts regarding insurance;

Advises, examines and reports on insurance policies taken out by other policies in which the County has interest;

Constantly reviews and monitors loss reports and statistics in an effort to ward off huge losses;

Monitors in-house claims activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of financing techniques for all lines of insurance; good knowledge of tort law, workman's compensation law and indemnification agreements; good knowledge of modern safety practices; ability to prepare statistical reports; ability to exercise supervision over others; ability to exercise a high degree of confidentiality; ability to deal well with others; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Four (4) years of college (generally equal to 120 semester credit hours) and two (2) years of full-time paid, or its' part-time equivalent, administrative experience in property and casualty insurance, accounting and/ or finance; **OR**
- B. Graduation from high school, or possession of a high school equivalency diploma, and six (6) years of full-time paid experience, or its' part-time equivalent, in property and casualty insurance, accounting and/ or finance, two (2) years of which must have been in an administrative capacity; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
1920 CO INS OFF
Classification: Non-Competitive
NUMGT

Adopted: October 9, 1992
Revised: February 2, 1998