

DEPUTY INSURANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists the County Insurance Officer in the administration of the County's Self-Insurance Program in the areas of Workers' Compensation and disability benefits, general liability, auto liability, auto physical damage, boiler and machinery and other coverage for which the County Insurance Officer is responsible. The incumbent assists in the performance of functions influencing policy, and shall act generally for and in place of the County Insurance Officer in his or her absence. Work is confidential in nature and is performed under the general supervision of the County Insurance Officer with considerable leeway allowed for the exercise of independent judgment in the details of the work. Supervision is exercised over the work of subordinate personnel. 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.

Identifies areas of exposure to loss;

Consults with, and provides recommendations to, the County Insurance Officer concerning whether the County should insure and/ or self-insurance exposure to losses;

Reviews, investigates and processes claims;

Maintains Insurance Department records;

Testifies as a representative of the County at hearings and trials as necessary;

Gathers and furnishes confidential information concerning claims to attorneys and carriers;

Prepares narrative and tabular reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of property and casualty insurance; working knowledge of Federal, State and local laws, rules, regulations and policies pertaining to insurance with emphasis on New York State Workers' Compensation Law (including disability); ability to identify areas where the County is exposed to loss; ability to prepare narrative and tabular reports; ability to understand and interpret complex written material; ability to supervise the work of others; ability to maintain confidentiality; ability to deal well with others; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Two (2) years of college (generally equal to sixty (60) semester credit hours) and two (2) years of full-time paid, or its' part-time equivalent, 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 four (4) years of full-time paid experience, or its' part-time equivalent, in property and casualty insurance, accounting and/ or finance; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
2370 DEP INS OF
Classification: Proposed Non-Competitive
NUMGT

Adopted: November 16, 1982
Revised: October 4, 1983
Revised: February 2, 1998
Revised: March 15, 2018