

SENIOR COMPENSATION/ DISABILITY CLAIMS EXAMINER

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.

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.

Supervises and/ or participates in examining claims against the County's Self-Insurance Program to determine completeness of information provided and legitimacy of claim;

Supervises and/ or participates in providing recommendations to supervisor, for approval, disapproval or need for further investigation on claims;

Supervises and/ or participates in the preparation and issuance of checks and records expenses to the Self-Insurance Program including benefits, awards, medical bills and administrative costs;

Supervises and/ or participates in assisting participants in the proper completion and filing of forms and releases information on state and county rules and regulations regarding self-insurance;

Supervises and/ or participates in preparing attorneys' files for Compensation Board hearings;

Supervises and/ or participates in receiving and processing incoming forms and correspondence according to specific procedures;

Supervises and/ or participates in establishing and maintaining case files and other office records;

Supervises and/ or participates in compiling information for, and preparing a variety of, reports;

Composes and types correspondence relating to insurance claims;

Operates word processing equipment.

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.

ULSTER COUNTY
6095 SR C/D EX
Classification: Competitive
6096 SCDE HLP
Classification: Non-Competitive
Grade: 12
Union: CSEA

Adopted: February 2, 1998
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