

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CLAIMS ANALYST

JOB CODE: 63300	PAY GRADE: 15	PAY RANGE: \$47,663 - \$76,262
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GENERAL DESCRIPTION

Under the direction of the Risk Manager, this position is responsible for claims intake, creating files, analyzing and adjusting property damage and minor bodily injury claims on behalf of the Sheriff's Office. The claims analyst exercises independent judgment and discretion within set parameters of authority to resolve claims. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Performs claims intake, including file set-up.
- Analyzes and investigates non-complex claims filed.
- Supports the Risk Manager with larger or more complex claims as necessary.
- Must have the ability to identify obvious and/or potential claim exposures, and to complete the investigation necessary for determining liability for non-complex general liability claims.
- Facilitates claim action/process with claimants, and makes necessary contacts with insurance companies, and third parties with interests in the claims process as appropriate.
- Ensures claim files are properly classified and documented as Asset, Auto Liability, General Liability, Bodily Injury, and Expense.
- Prioritizes subrogation recovery action.
- Negotiates settlement of claims; assessing the value of each claim.
- Compiles and analyzes data to prepare statistical reports regarding claims.
- Reviews financial reserves to assist in administering self-insurance program.
- Manages and maintains files for the professional claims management program.
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Risk Management or related field, OR
- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration, Risk Management or related field AND one (1) year related experience, OR
- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND three (3) years' related experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in various technology systems including Microsoft Office Suite products
- Knowledge of general laws, rules, and regulations affecting public sector
- Knowledge of accepted insurance industry standards
- Excellent oral and written communication skills
- Analytical Skills
- Organizational skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend or reach