

LIABILITY CLAIMS ANALYST

County Risk Services, Inc. (CRS) a captive third party administrator for a public entity self-insurance risk pool is seeking a highly qualified, team oriented member for its Liability Claims Analyst position. Experience or familiarity with county government, political subdivisions, and self-insured risk pools preferred.

Manage, investigate and analyze liability claims as assigned to determine liability exposure; to ensure ongoing adjudication of claims within company standards and industry best practices; and to identify subrogation of claims and negotiate settlements in a timely manner. Responsible for accurate and timely claims-related billing and payment processing. The successful candidate will have proven themselves in the claims industry and be able to demonstrate their experience.

DUTIES MAY INCLUDE:

- Manage and investigate low to medium complexity claims as assigned by the Claims Director
- Responsible for claims intake and file set up for assigned lines of coverage
- Handle liability claims to conclusion including investigation, documentation, coverage analysis, and subrogation/salvage assessment
- Calculate and assign timely and appropriate reserves to claims; manage reserve adequacy throughout the life of the claim
- Responsible for timely and accurate processing of claims payments, including settlements and other accounts payable, the distribution of funds and providing notification on payments to client and defense and plaintiff's counsel
- Manage the litigation process; ensures timely and cost effective claims resolution
- Negotiate settlement of claims within designated authority level
- Refer cases as appropriate to supervisor and management
- Prepare excess reports to reinsurer

REQUIRED EXPERIENCE AND SKILLS

- Bachelor's degree from an accredited college or university preferred
- A minimum of two years claims administration experience or equivalent combination of education and experience required
- Working knowledge of liability coverages; GL, AL, LEL, E&O, EPL, EBL, cyber liability and equitable defense
- Alabama Department of Insurance all lines adjuster license preferred
- Professional certification as applicable to line of business preferred
- Ability to recognize coverage issues and prepare coverage position letters
- Experience retaining independent adjusters and monitoring their assignments a plus
- Working knowledge of appropriate insurance principles and laws for line-of-business handled
- Position requires a basic understanding of insurance and claims process as well as legal terms used in claims processing
- Must have ability to work with minimal supervision

PHYSICAL REQUIREMENTS

- May be required to climb stairs, and ladders
- Will be required to file, stand, reach, kneel or squat
- May be required to drive for extended periods of time

APPLICATION

CRS provides services for the self-funded Liability and Property Insurance programs established by the Association of County Commissions of Alabama, located in Montgomery. Applicants should send a detailed resume, addressing the duties and required skills and experience outlined herein, to crsjobs@alabamacounties.org.

Deadline for application is 5 p.m. (CT) September 13, 2018.