



## **WORKERS' COMPENSATION CLAIMS ASSISTANT**

Special District Risk Management Authority (SDRMA) is a public agency that provides a full-service risk management program for California's local governments. For over three decades, SDRMA has provided members with comprehensive coverage protection.

One of SDRMA's greatest assets is its staff. SDRMA employees are smart, creative, hardworking, and passionate individuals working in areas ranging from loss prevention, claims administration, information technology, accounting, and risk pool administration. Working here requires energy, commitment, and teamwork. We are looking for an individual who shares these values to join the SDRMA team.

### **Position**

Under the direct supervision of the Workers' Compensation Claims Manager, the Claims Assistant serves as an integral member of the SDRMA Claims/Risk Control Department team providing professional claims management/risk control services to Authority members. Specifically, the Claims Assistant will establish and maintain claims files; input data into the claims system; update current records as necessary; assist with the record keeping and distribution of loss run reports; contact member agencies concerning the status of claims and information requests; prepares correspondence related to claims assignments.

### **Responsibilities**

- Set up and enter new claims into the claims management system.
- Input and review notes/diaries in claims management system as instructed.
- Process payment.
- Process mail; handles filing, faxing and photocopying.
- Review, prepare, create, and/or send letters, reports, and forms.
- Answer and initiate telephone calls, set up medical appointments, and may provide customer service as required.

The ideal candidate will have a High School Diploma or G.E.D. and two years general office experience including insurance experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, including but not limited to:

- Strong working knowledge in Microsoft Office including Word and Excel;
- Ability to understand and apply the basic principles of insurance/risk management;
- Ability to set priorities and handle multiple projects simultaneously;
- Ability to establish and maintain effective working relationships and good public relations with other employees, agencies, members, and the public;

**Physical Requirements**

Physical requirements of this position typically include: reaching, grasping, talking, hearing, seeing, repetitive motions, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move.

**Benefits**

A generous benefit package is provided including health benefits, dental, vision, long-term disability, life insurance, PERS retirement, deferred compensation program, flexible work schedule, sick leave, vacation leave and administrative leave. The hiring salary range is \$57,207 - \$80,834 and is dependent on experience and qualifications.