



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN INSURANCE
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8626
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Coordinates various non-personnel related insurance programs, such as the vehicle and school bus program, the fire and extended coverage program, the boiler insurance program, etc. Communication is required with staff and vendors. Requires general supervision while working toward specific objectives.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains financial reports, follow-up, and disposition of claims and losses in various non-personnel related insurance programs

Assists in the preparation of bid specifications and bid analysis for all insurance and benefits programs

Communicates with staff and vendors regarding insurance claims and their disposition

Processes vendor invoices for premium payments for the various insurance programs

Maintains the necessary files for each of the insurance programs and the status of their associated claims

Maintains schedules of vehicles and other property covered by the various insurance programs

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires reaching, bending, squatting with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. with two (2) years of office experience

Ability to organize work functions and communicate in a businesslike manner

Working knowledge of insurance contract language

Two (2) years of insurance claims experience

Good typing skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace