

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Risk Management Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 OTBS
REVISED:	October 28, 2002		

BASIC FUNCTION:

Perform a variety of complex and specialized clerical duties related to district insurance programs including workers' compensation, unemployment, property, and liability.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Verify employee eligibility for coverage under the district workers' compensation program to physician offices, hospitals, and claims administrator. **E**

Develop and extract a variety of data related to workers' compensation, personal property, and liability insurance. **E**

Collect and verify data necessary in processing claims for workers' compensation, personal property, and liability insurance. **E**

Maintain a variety of auditable computerized records and files. **E**

Collect and assemble documents for administrative law proceedings. **E**

May be required to appear in court for legal proceedings.

Research employee personal property claims and make recommendations on appropriate reimbursement **E**

Explain district and state regulations, policies, and procedures related to district workers' compensation, personal property, and liability insurance programs. **E**

Prepare a variety of statistical reports; open and distribute mail; and provide other clerical assistance. **E**

Establish and maintain effective working relationships with all levels of district staff, the public, state agencies, insurance carriers, police, attorneys and private sector organizations. **E**

Make workshop presentations and attend conferences. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of full-time equivalent, paid, increasingly responsible office-clerical experience, preferably including experience working with workers' compensation, unemployment, property or liability insurance, or similar programs.

LICENSES AND OTHER REQUIREMENTS:

Typing/Keyboarding certificate at a net corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard office clerical procedures
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Quickly learn district and state policies and procedures related to the processing of district insurance programs.
Review varied and large quantities of forms, data printouts and other documents under pressure of time and complete necessary forms accurately.
Exercise good judgment, tact, and sensitivity
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with district staff, the public, state agencies, insurance carriers, and private sector organizations.
Operate standard office equipment including microcomputers and related software applications.
Type at a net corrected speed of 25 words per minute.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Perform computational tasks with accuracy and speed.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.