

SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE:	Administrative Claims Assistant	REPORTS TO:	Assigned Manager
DEPARTMENT:	Risk Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	046 OTBS
ISSUED:	November 6, 2012		

BASIC FUNCTION: Relieve the work load of the risk manager by performing responsible administrative and staff duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] 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

Assist with administrative detail; make special studies, prepare reports, draft correspondence and act as a resource to district staff and community members. **E**

Coordinate district liability claims handling between Legal Services, Risk Management and the District's third party claims administrator to ensure claims are timely and legally sufficient for referral; responsible for initial claims response and that legal bills and settlements are processed as directed; act as investigative resource for District's third party administrator. **E**

Assist in the development, evaluation, implementation, revision, and interpretation of policies, programs, and procedures. **E**

Receive and review all student accident reports and/or district-wide notifications and determine if further site and/or risk follow up is necessary. **E**

Track and monitor assignments of all district employees in the return to work program for timekeeping purposes; ensure proper budget charges and obtain reimbursements from sites as applicable. **E**

Represent the organizational unit at meetings. **E**

Prepare or supervise the preparation of manuals, handbooks, and newsletters. **E**

Participate in the preparation, administration, and control of special projects activities. **E**

Coordinate departmental activities including in service training programs. **E**

Train and direct the work of assigned clerical staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to equivalent to graduation from a recognized four-year college or university with a degree in business or public administration and one year of recent related experience. Prior work experience in an insurance company, public agency or other related insurance industry setting is desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures and methods.

Oral and written communication skills

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Standard office equipment and computer and related software applications, including Microsoft Computer software applications including Microsoft Excel, Word and PowerPoint.

ABILITY TO:

Organize and analyze data; maintain records.

Develop and maintain recordkeeping systems.

Communicate effectively orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Train and direct the work of others.

Prepare reports, correspondence, statistical analyses, and financial statements.

Operate standard office equipment, including computers and related software applications.

Establish and maintain effective working relationships with all levels of staff, students, and the public.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor; office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting 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.

Issued: 11.06.12

Job Code 6513

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