
October 15, 2009

JOB OPPORTUNITY BULLETIN

#10380

WE RESERVE THE RIGHT TO CONSIDER POLK COUNTY EMPLOYEES FOR PROMOTION OR TRANSFER PRIOR TO CONTACTING PERSONS NOT EMPLOYED BY THE BOARD OF COUNTY COMMISSIONERS.

GENERAL CLAIMS AGENT

Job Order # 10380

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

POSITION DUTIES: Responsible for filing risk control procedures concerning loss and/or exposure to adverse financial consequences to the County. Directly assists the Workers= Compensation and General Claims Manager in overseeing policies and procedures for processing claims and the adjustment of General Liability, Auto Liability and Property Claims. Reviews, investigates and assesses damages and liability on all new casualty claims. Determines the need for in-house or independent involvement. Works with independent adjusters to minimize adjusting expenses and to ensure the County=s interests are protected. Evaluates claims for the purpose of settling or denying. Works closely with the County Attorney=s Office and the General Counsel for the Sheriff=s Office. Negotiates settlements with attorneys and insurance companies. Attends hearings and mediations as needed. Performs data entry for specific claims data for documentation of claims files. Reviews the overall data entry of general claims data. Answers various inquiries and provides information on self-administered claims program. Prepares reports as required. Knowledge of the methods, techniques, practices, procedures, terminology and laws related to the preparation, reporting, investigation and auditing of various insurance programs. Knowledge of claims adjusting and contracts. Knowledge of insurance policies and contracts. Ability to research, investigate, inspect, verify, recognize and recommend solutions. Ability to use independent judgment, analyze information and formulate policy recommendations regarding major issues. Ability to read, write and interpret documents such as police reports, medical reports, estimates and appraisals. Ability to utilize a personal computer and use word processing and spreadsheet programs. Ability to communicate effectively both orally and in writing. Ability to establish and maintain an effective working relationship with others. Ability to meet and deal effectively with the public, officials, adjusters, attorneys, judges and county employees. Ability to make public presentations. Ability to add, subtract, multiply and divide. Ability to calculate decimals and percentages. Ability to interpret graphs. Ability to compute discount, interest, profit and loss. Ability to see, talk, ambulate independently, drive, make written notations, perform data entry keying efforts and perform inspections. Performs related duties as required.

MINIMUM QUALIFICATIONS: Graduate of an accredited high school or possess an acceptable equivalency diploma. Must have four (4) years casualty adjusting experience and possess a current State of Florida All-Lines Adjuster=s License. Must possess a valid driver=s license and be able to secure a valid Florida driver=s license at the time of employment. A comparable amount of related training and experience may be substituted for the minimum qualifications.

JOB LOCATION: Risk Management Division - Bartow, Florida

WORK SCHEDULE: 8:00 a.m. - 5:00 p.m., Monday thru Friday

CLOSING DATE: Pending (gh)

Interested applicants should complete a Polk County Application at www.polk-county.net

POLK COUNTY BOARD OF COUNTY COMMISSIONERS, HUMAN RESOURCES

P.O. BOX 9005, DRAWER CAO3, BARTOW, FL 33831

(863) 534-6030, EXT. 6013

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/VP