

ADVERTISEMENT

Job Opening: LIABILITY CLAIMS EXAMINER P/T
TOWN OF HUNTINGTON
100 Main Street, Huntington, NY 11743

The Town of Huntington is seeking an experienced Liability Claims Examiner with a strong background in reviewing, processing and maintaining liability files relating to automotive, general, property and personal injury. The candidate should have experience with an insurance carrier and with working with a professional staff of attorneys.

Typical work activities will include: receiving and examining tort claims; reviewing reports and analyzing and determining potential liability and opening and maintaining tort files; preparation of notices of examinations of claim, examination before trial and other documents; negotiation and coordination with attorneys for claim settlements; providing information on liability claims procedures to the Town Departments, consultants, investigators, claimants, doctors, appraisers and attorneys; initiation of subrogation activity on all liability claims where the Town could offset its loss against another party; verifying billing and processing liability claims for payment; preparation of summaries of the status of cases for the professional staff and the preparation of an annual reports for the Town Attorney and Town Comptroller.

An ideal candidate will have knowledge of the advantages and disadvantages of all types of insurance policies and coverage; a working knowledge of automobile plans including vehicle identification and cost of repair or replacement of automobile; the ability to maintain accurate records and prepare clear and concise reports and should be able to express oneself clearly and concisely, both orally and in writing; and, should have the personal characteristic of being effective in working relationships with all people involved in the liability claims process.

MINIMUM QUALIFICATIONS

OPEN COMPTETIVE

Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree, and one (1) year of supervisory experience in insurance claims handling.

NOTE: Additional experience will be substituted for education on a year-for-year basis up to a maximum of four (4) years.

TOWN OF HUNTINGTON
Competitive