

Class Concept

This is professional claims adjustment work in the Attorney General's Office involving tort claims against state and local government units as well as Workers' Compensation claims against state agencies. Employees are assigned an area of the state to investigate, evaluate and make recommendations as to the liability of the state. Within guidelines, employees independently negotiate settlements up to established monetary limitations with difficult and unusual claims, as well as those which exceed the monetary limitations which are negotiated with the prior approval of the Tort Claims Supervisor, the Attorney General's Office or the Industrial Commission. When claims are carried into litigation, either court trial or Industrial Commission hearing, employees supply information to attorneys to provide for a defense and may be called upon to testify on the State's behalf. Employees represent local school boards when investigating and settling school bus claims. Work is performed under the general supervision of the Tort Claims Supervisor.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of legal processes, medical terminology and cost of medical treatment, insurance policies and coverages, cost of automobile repair and service and value of real estate
- Considerable knowledge of state tort, workers' compensation, and motor vehicle laws as well as policies and procedures.
- Skill in communicating with officials, attorneys, and the general public to work out settlements promptly, efficiently and economically to the satisfaction of the claimant and the state.
- Ability to prepare and present comprehensive and factual reports for investigations of accidents.
- Ability to establish and maintain effective working relationships with public school officials, attorneys, claimants, witnesses and the general public.

Minimum Education and Experience

Bachelor's degree with courses in law and/or insurance from an appropriately accredited institution and three years of adjusting experience in multiple line casualty insurance; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.