

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIABILITY CLAIMS AIDE - 1041

DEFINITION:

Under general supervision, to perform a variety of subprofessional public liability claim assignments of average difficulty; to investigate, adjust, and settle lower exposure and less complex property damage claims; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews, evaluates, and adjusts small and less complex property damage, recovery, tow-away, bailment storage claims filed against the City, and other claims involving less liability exposure;
- Reviews incident reports;
- Reviews loss recovery and criminal restitution claims;
- Approves and recommends denial of claims;
- Negotiates settlements within limits;
- Reviews loss recovery and criminal restitution claims;
- Represents the City in small claims actions;
- Takes claim reports from claimants and other City departments and assists walk-in claimants;
- Conducts risk studies;
- Performs simple risk analyses and studies;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time clerical experience, which includes one year of experience providing clerical support for liability claims or loss recovery files, researching billing and payment issues, and maintaining liability or loss recovery files; **OR** 18 months of full-time clerical experience, which includes six months of experience providing clerical support for liability claims or loss recovery files, researching billing and payment issues, and maintaining liability or loss recovery files, **AND** successful completion of one of the following Insurance Educational Association (IEA) classes: Property and Liability Insurance Principles or Introduction to Claims.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**