CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LIABILITY CLAIMS REPRESENTATIVE II – 1043

DEFINITION:

Under general supervision, to perform varied and difficult claims adjustments related to the City's public liability programs; and to perform related work.

* EXAMPLES OF DUTIES:

- Investigates, adjusts, and settles difficult bodily injury, personal injury, and property damage claims filed against the City;
- Reviews accident and injury reports;
- Interviews and corresponds with claimants, witnesses, physicians, and attorneys;
- Approves or recommends denial of claims;
- Determines extent of the City's liability;
- Negotiates settlements;
- Prepares comprehensive investigative reports;
- Represents the City in small claims actions;
- Assists in the preparation of cases for litigation;
- Handles projects related to the maintenance of the City's insurance portfolio;
- Assists in estimating settlement value of claims;
- Conducts risk studies;
- Performs cost recovery and subrogation investigations.

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 professional experience in the investigation, adjustment, and settlement of general and/or automobile liability claims involving bodily injury, personal injury, or property damage. Qualifying professional experience must include the authority for approval of settlements and denial of 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.