

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0064
Job Title: Claims Manager – General Liability
Salary Grade: 23
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 9500058
Shakman Exempt

Characteristics of the Position

General Overview

Manages the Claims/General Liability and its three employees who are involved with minimizing the financial impact on the County's assets on claims against the County. Maximizes the recovery of County funds from others who have damaged County property (i.e. automobiles, buildings and signage). Ensures that individuals/entities using County property or doing business with the County are properly insured. Prepares estimates/reports for incorporation into the financial statements of pending claims against the County. Reports directly to the Director of Risk Management and prepares reports for the Director of Risk Management to be used for budgetary purposes and the evaluation of the general liabilities and claims against the County. Participates as a team member at the management level to assess risk to the County and formulate the County's legal position or response in related matters. Responsible for the overall confidentiality of related files, records and reports.

Key Responsibilities and Duties

Reviews and approves third party administrator's recommendations to ensure that the settlement is reasonable and in line with exposure.

Reviews contracts for insurance provisions to minimize risk to County from uninsured businesses.

Establishes reserve estimates to accrue for contingent liabilities against the County. Supervises recovery of County funds of individuals who have damaged County property.

Prepares certificates of insurance to allow other county departments access to using someone else's property.

Reviews and approves certificate of insurance to other entities.

Reviews and approves vendor's billings to assure the accuracy and reasonableness of vendor's charges.

Knowledge, Skills and Abilities

Knowledge of claims law, legal environment and insurance coverage and handling procedures.

Skill in Risk Management Information Systems.

Ability to plan, organize, direct and maintain complex and varied agency programs.

Skill in reading and interpreting insurance policies.

Ability to exercise judgment and discretion in applying and interpreting departmental policies and procedures.

Effective verbal and written communication skills.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS three (3) year's professional work experience in Insurance/Claims Management OR an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Financial Analysis, Insurance, Public Administration or Business Administration.

Five year's professional work experience in Insurance/Claims Management.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.