

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**CLAIMS CLERK - 1341**

**DEFINITION:**

Under general supervision, to perform specialized and complex clerical work in processing a variety of claims filed against the City or initiated by the City, which are processed through the Risk Management Department; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Processes workers' compensation, public liability, and loss recovery claims;
- Explains filing procedures and policies;
- Sets-up and maintains case files;
- Researches the status of claims and claim payments;
- Reviews and routes documents received and files with appropriate case files;
- Exercises discretion in the release of confidential case information;
- Calculates award payments;
- Performs basic skip tracing techniques to locate debtors;
- Copies and distributes case materials;
- Prepares direct payments and invoices.

**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>.

One year of full-time clerical experience; **AND** six months of full-time experience setting-up and maintaining case files of public liability, loss recovery, workers' compensation, or other related medical claims in the Risk Management Department.

- \* 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.**