

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CLAIMS CLERK

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, recovery and vocational rehabilitation claims;
- Explains filing procedures and policies;
- Sets up and maintains case files;
- Researches the status of claims and claims 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 skiptracing 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 Announcement for updated minimum qualifications.

One year of clerical experience, **AND** six months of experience setting up and maintaining case files of public liability, recovery, and 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.