

*Code: 1551*

*Title: CASUALTY CLAIMS OFFICER*

**SUMMARY:** Investigates, evaluates, negotiates and settles personal injury and property damage claims against Pima County in conjunction with the Risk Manager and the County's Tort Litigation attorneys.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Conducts investigation of liability claims filed against the County;  
Establishes and monitors loss reserves on all liability claims;  
Evaluates the County's liability in such cases and advises the Risk Manager and/or tort litigation attorneys accordingly;  
Interviews claimants and witnesses to claims presented;  
Secures needed claims documentation, including police and medical reports;  
Attends pre-trial settlement conferences;  
Assists County tort litigation attorneys in preparing for trial;  
Assists attorneys during trials as needed;  
Maintains current status of all claims filed;  
Assists the Risk Manager and tort litigation attorneys in the determination of claims and lawsuits reserves;  
Stays abreast of current legal developments and court decisions;  
Keeps current on trends and developments related to self-funded government entities;  
Performs special assignments and related Risk Management functions as required.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of casualty claims management;
- insurance and tort law;
- medical and legal terminology;
- reports generation and files maintenance;
- administration of claims under a self-insured program;
- County and state judicial systems and processes.

Skill in:

- applying the principles and practices of casualty claims management;
- reviewing and analyzing insurance and tort law cases and precedents;
- determining risk exposure through compilation and analysis of related information;
- administering liability claims to reduce affect on self-insured County assets;
- preparing and delivering reports, and communicating effectively orally and in writing.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

(1) A Bachelor's degree from an accredited college or university in Business Administration, Risk Management or a closely related field as defined by the Appointing Authority, and five years of multiple line casualty claims experience including adjustment of self-insured entity claims and the adjustment of medical malpractice and public entity errors and omissions claims.

OR:

(2) Eight years of experience in multi-line liability claims adjustment including two years of experience at the senior level.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

12/29/91  
Updated 2/7/14(tb)