



RISK INVESTIGATOR 2

Department: Finance
Job Class #: 218400
Pay Range: Professional 07

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly technical claims investigation work for the Pierce County Risk Management and Insurance Division of Finance. An employee in this classification is responsible for working closely with the Risk Manager to aid them in carrying out their duties. Work involves investigating claims filed against Pierce County and making recommendations for the settlement or denial of same based on the investigation, identifying situations or conditions that could potentially place the County in a position of liability, and working with the involved County agencies to reduce or eliminate those risks, and initiating actions against parties who cause damage to County-owned property and equipment. Incumbents exercise independent judgment in the performance of their assigned tasks. Work is performed under the general direction of the Risk Manager.

ESSENTIAL FUNCTIONS:

- Investigates the allegations contained in claims/lawsuits filed against Pierce County, providing written documentation of all findings of the investigation, as well as his/her recommendation for settlement or denial. Field investigations include personal and/or telephone interviews with involved parties, photographing evidence, taking measurements, and researching police records, accident reports, and accident history information.
- Assists the Risk Manager in the negotiation and settlement of actions filed against the County, either directly with claimants or with their legal representatives.
- Assesses property damage and bodily injury claims in terms of their potential settlement value. Also, inspects and assesses physical damage to County-owned vehicles and properties.
- Negotiates and settles claims as dictated by County Ordinance with regard to settlement authority; i.e., with approval of Risk Manager, Prosecuting Attorney, Director of Administration, County Executive, or County Council, depending on the amount of the proposed settlement.
- Assists the Prosecuting Attorney's Office on case litigation.
- Reviews contracts and agreements to ensure compliance with insurance requirements.
- Compiles statistical data, as requested by various department directors and/or legal advisors, with regards to departmental loss experience.
- Gathers information for the preparation of applications for the County's various liability and property insurance policies, both new and renewal.
- Provides technical information to employees, department directors, and members of the public with regard to policies and procedures of the Risk Management Division.
- Participates in the Accident Review Committee, serving in an advisory capacity to the committee.
- Maintains current property schedule of all County-owned or leased facilities, reflecting current values of property and contents, and notifies insurance carriers of any and all changes to schedule.

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- Maintains records of County vehicles and equipment for insurance purposes.
- Participates in the formulation of departmental budget as respects specific policy rates and premiums.
- Represents the division at various meetings.

OTHER JOB FUNCTIONS:

- Performs other related job functions as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of risk management/self-insurance concepts.
- Knowledge of insurance and tort liability principles.
- Thorough knowledge of the functions and responsibilities of the Risk Management Division and its safety operations, as mandated by resolution or ordinance.
- Thorough knowledge of the coverages and limitations of the County's various liability and property insurance policies.
- Ability to assess property damage and bodily injury claims.
- Ability to conduct effective claims investigations and to produce concise written investigative reports, outlining the allegations, the investigation and the findings, and providing a recommendation based on the investigation.
- Ability to negotiate with claimants and/or attorneys in the settlement of claims/lawsuits.
- Ability to recognize and make recommendations for corrections of high-risk situations or conditions.
- Ability to establish and maintain effective working relationships as necessitated by the job functions performed.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS:

Four year degree from a college or university with major course work in business/public administration, risk management, industrial hygiene, insurance or closely related field and five or more years experience in the field of insurance claims adjustment or legal experience in the concept of tort law. Additional education or related experience may substitute for the recruiting requirements. Possession of, or the ability to obtain, a valid Washington State Driver's license.