

# WASHINGTON STATE TRANSIT INSURANCE POOL JOB DESCRIPTION

**Position:** CLAIMS ASSISTANT

**Reports to** Deputy Director

**FLSA Status:** Non-Exempt

**Nature of Work:** Performs general support functions for the claims department of the Transit Ins. Pool. Responsibilities include, but are not limited to, database entry, maintenance and audits. In addition there will be database financial audits, generating various loss information reports as requested by WSTIP Staff, member transits and outside agencies and providing clerical assistance for the processing all 3<sup>rd</sup> party and 1<sup>st</sup> party claims presented against WSTIP members.

## **Duties and Responsibilities:**

1. Accurately input data and maintain the Risk Master database.
2. Input data in electronic claims document management system.
3. Provide administrative support to the Claims Specialist with subrogation claims.
4. Audits database and electronic claim files for accuracy and integrity.
5. Provide administrative support for the Deputy Director and Claims Specialist in regards to claims processing.
6. Process subrogation claims pursued by WSTIP members.
7. Balance and review subrogation financials within Riskmaster.
8. Record and process all indemnity and expense payment requests generated through Riskmaster database.
9. Accurately input claims data into ISO database & retrieves search info.
10. Maintains claims retention and destruction policy.
11. Perform other functions as assigned.

## **Knowledge, Skills and Abilities:**

1. Proficient at Microsoft Word and Excel programs and computer data base systems.
2. Organizational skills to prioritize fast-paced workload.
3. Ability to establish and maintain cooperative and effective working relationships.
4. Ability to keep sensitive and privileged information confidential
5. Ability to operate office equipment and machines such as personal computers, typewriters, calculator, fax machine, copy machine, multi-line telephone and adding machine.

## **Working Conditions and Physical Effort:**

1. Work is normally performed in a typical interior/office work environment.
2. Must be able to lift 20 lbs., bend, stoop, and climb.
3. No or very limited exposure to physical risk.

## **Minimum Qualifications:**

1. One year of claims experience in a property and liability claims office environment
2. Three (3) years of general office support experience including data entry, scanning and clerical database maintenance.
3. Two (2) years accounts payable and/or receivable background.

