

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED JULY 2005  
RANGE: 42.5  
TECHNICAL/SPECIALIST SERVICES SERIES  
CLASSIFIED  
CODE: 4**

**CLAIMS ASSISTANT – PROPERTY AND LIABILITY**

**DEFINITION**

Under general supervision, to perform responsible and technical functions pertaining to the SISC Property and Liability Program;

to provide assistance to districts, medical vendors, parents, businesses, attorneys and other agencies pertaining to the Property and Liability program;

to do other related work as required.

**EXAMPLES OF DUTIES**

Under general supervision, performs specialized and technical functions assisting Claims Examiners with the administration of the Student Accident coverage, Tackle Football, KCCD Student Accident Program, the Supplemental Student Accident and Tackle Football program; and the Property and Liability program.

Receives, prepares, alphabetizes and distributes daily correspondence with the appropriate attachments to the appropriate examiners:

scans incoming material into the database;

provides Claims Examiners with information needed to prioritize claims;

prepares documents and other materials needed for use in claims processing;

provides verification of insurance coverage through the employer;

prepares correspondence, claims material, and tracks claims for the Supplemental SI and TF insurance programs;

provides information regarding routine Student Insurance, Tackle Football, Property and Liability policies and guidelines to medical vendors, school personnel, parents and attorneys;

operates computer terminals and other office machines and equipment;

assists in the input, preparation, and printing of Certificates of Insurance;

assists in preparation of reports for ratings, and claim and loss runs;

maintains the SISC Tackle Football, and Supplemental Student Accident and Tackle Football eligibility databases;

maintains eligibility data and premium information for the Supplemental Student Accident and Tackle Football programs.

## **QUALIFICATIONS**

### Knowledge of:

Methods, practices, and procedures pertaining to insurance, English usage, spelling, grammar and punctuation;

H.C.P.C.S. codes and ICD-9 codes and usage thereof;

operation of automated data management, storage and retrieval systems;

modern office practices, procedures, and techniques;

organization and planning methods, techniques, and practices;

### Ability to:

Skillfully perform responsible tasks pertaining to a comprehensive Student Insurance, Tackle Football, or Property and Liability program;

assist in the preparation of management reports;

perform arithmetical calculations with accuracy;

prepare, review, and analyze insurance files, records, summaries and medical reports;

answer basic insurance questions from vendors and parents;

type or keyboard at a net corrected speed of 30 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

### Experience:

A minimum of one (1) year of medical billing experience in an insurance setting or two (2) years of clerical billing experience in a medical setting is required;

or education equivalent to the work experience

### Education:

Education equivalent to the completion of the 12th grade, supplemented by training or coursework in business and general office practices.

### Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

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