

WORKERS' COMPENSATION CLAIMS ADJUSTOR**NATURE OF WORK**

This is advanced specialized technical work in the investigation and adjustment of Workers' Compensation claims.

An employee in a position allocated to this class investigates and negotiates Workers' Compensation claims arising from County employment. Work is performed with independent judgment in accordance with Florida Statutes and County policies. Work is reviewed by an administrative superior through observation of investigations, review of files and timely filing of reports.

EXAMPLES OF WORK

Reviews and analyzes Workers' Compensation claims and recommends appropriate actions.

Calculates wage loss and indemnity benefits for claimants.

Prepares final reports and submits same to the State.

Facilitates the delivery of medically necessary services to claimants by coordinating transportation services and appointments with medical providers; negotiates prices with service providers.

Responds to attorneys' requests for information.

Maintains accurate records of cases in progress and prepares reports for claims determination.

Attends mediations on behalf of the County and assists the Workers' Compensation attorneys in settlement decisions.

Attends depositions of employees and assist Workers' Compensation attorneys in preparation for cases that are heard by the Judge of Compensation Claims.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of State of Florida Workers' Compensation Law and Regulations.

Ability to keep and maintain records and to prepare and submit accurate reports.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to perform unsupervised work under varied conditions.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or a recognized equivalent certification supplemented by one (1) year of specialized training or college level course work in insurance and adjusting; one (1) year of experience in adjusting Workers' Compensation claims; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENT

Possession of a Workers' Compensation Adjuster license from the State of Florida Insurance Commission and possession of a valid Florida Driver's License.