Senior Claim Representative

The Intergovernmental Risk Management Agency (IRMA) invites interest in the position of Senior Claim Representative in our Liability Department. IRMA is a highly respected intergovernmental agency consisting of 71 Northeastern Illinois public entities that provides high-quality risk management services to its members, including customized public entity coverage that is one of the most comprehensive programs available; long term stability in pricing and membership; flexible deductibles and an exceptional in-house claims department.

The Senior Claim Representative is part of a team of 4 experienced adjusters in a growing and dynamic work environment. Responsibilities include investigation of complex cases, including litigated, non-litigated and property claims to determine coverage and establish reserves, partner with defense counsel to manage litigated claims, analyze and determine liability exposure and negotiate claims, prepare reports to excess/reinsurance carriers, appear before the IRMA board, committee or pool members as needed to discuss case findings and make recommendations, coordinate meetings with members, defense counsel, and management staff to resolve actual and potential conflicts, attend trials, develop and maintain good working relations with IRMA members and staff, conduct training classes for staff on claims issues, assists other team members when appropriate and assumes the role of back-up supervisor when necessary.

Candidates must possess expert liability claims technical knowledge, in depth knowledge of applicable Illinois law, the Tort Immunity Act and Section 1983 law, superior customer service, analytical, negotiation, decision making and problem-solving skills. Public Entity, governmental risk pool, or municipal liability claims experience is preferred. Candidates must demonstrate proficiency with claims software and Microsoft Office 365. Candidates should have a minimum of 5 years experience in liability claims handling and/or litigation and have familiarity with reinsurance and coverage interpretation, and a minimum of a bachelor's degree or equivalent work experience is necessary. Competitive benefits include a pension plan through the Illinois Municipal Retirement Fund, health and life insurance, a generous time off schedule, and a hiring salary range of $80,000 - $100,000, depending on qualifications.

Please submit your cover letter and resume to Amy Aguirre at amya@irmarisk.org.