

Litigation Director

# Job Description

Supervisor: ACCO SIG/SIF Insurance Administrator

Department: ACCO SIG Property & Liability Claim Department

Positions Supervised: None      FLSA Class: Exempt



## Position Overview

The Association of County Commissioners of Oklahoma (ACCO) located in Oklahoma City is looking for an experienced Litigation Director that includes an in depth knowledge of appropriate claim handling principles and laws that apply to counties located in Oklahoma.

## Essential Job Functions

- Handle and acknowledge all liability claims and lawsuits to closure that are received from member counties
- Set up liability claim files and establish reserves on the claim handling software
- Monitor all claim files and lawsuits to a final disposition
- Investigate all facts applicable to the assigned liability claim file and or lawsuit, secure all pertinent reports
- Negotiate and settle claims with unrepresented claimants and plaintiff attorneys
- Obtain releases and issue claim checks to third party claimants, plaintiff attorneys
- Send denial letters to third party claimants after conferring with claimants if needed
- Make presentations to the ACCO SIG Board of Directors for settlement authority that exceed the claim examiners authority level
- Communicate with ACCO SIG's reinsurance carrier on all reportable claims via first notice of claim and follow up with status reports
- Maintain a backlog of 75/125 liability claim files and monitor all diaries on a timely basis
- Establish claim reserves on liability claim files by estimating the cost of each assigned claim that includes monitoring the reserves and update reserves on a as needed basis
- Develop and manage liability claim files through well-developed action plans; continue to work the action plan to bring all assigned liability claim files to an appropriate and timely resolution
- Negotiates claims settlements with third party claimants and attorneys within granted settlement authority
- Prepares Reservation of Rights letters on claims and lawsuits that have potential coverage issues
- Assign cases to defense counsel and monitor the defense of lawsuits filed against members counties, attend depositions, mediations, settlement conferences and trials
- Review and approve all legal bills and expenses that are received on litigated claim files
- Prepare monthly, quarterly and yearly loss run reports for actuaries and auditors
- Provide assistance on an as needed basis at ACCO conferences, safety meetings, and board meetings
- Attend monthly board meetings and provide presentations to the board on pending claims and lawsuits
- Perform other assigned duties as requested

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**Education/Experience**

- Valid State of Oklahoma Multi-line Insurance Adjuster License – highly preferred
- License to practice law in Oklahoma – highly preferred
- 5 plus years of litigation experience including civil rights violations – highly preferred

**Job Requirements**

- Position requires knowledge of federal civil rights laws that apply to counties, county jails and law enforcement operations
- Position requires knowledge of the Oklahoma's Governmental Tort Claims Act

**Preferred Skills**

- Knowledge of all Oklahoma Insurance laws and regulations
- Excellent written and verbal communications skills
- Excellent time management and record keeping required
- Computer proficiency and ability to utilize MS Office including excel spreadsheets