



MARICOPA COUNTY
invites applications for the position of:
**Workers' Compensation
Claims Adjuster**

An Equal Opportunity Employer

OPENING DATE: 03/05/21

CLOSING DATE: 03/17/21 11:59 PM

DEPARTMENT: Risk Management

JOB TYPE: Unclassified/Full-Time

LOCATION: Phoenix, Arizona

SALARY: \$22.90 - \$40.90 Hourly

POSITION OVERVIEW:

About the Position

If you're passionate about helping people prepare for the unpredictable, join Maricopa County's Department of Risk Management. We seek an enthusiastic and analytical Claims Adjuster for the handling and oversight of Workers Compensations Claims.

In this position, you will examine and evaluate workers' compensation claims. You will work with a team of risk management professionals, ensuring accurate assessments and administering risk services to the County.

About the Department of Risk Management

You don't have to risk it all for a career with us.

At Risk Management, we provide comprehensive services designed to reduce risk and prepare county residents for the unpredictable. We offer liability claims administration, risk financing, and risk management consultations. Join a dynamic team dedicated to evaluating and reducing risk in Maricopa County.

Apply today!

POSITION QUALIFICATIONS:

We recognize your time is valuable, so please apply if you meet the following required qualifications.

Education

- Bachelor's degree in Risk Management, Business Administration, or related field

Experience

- Two years of experience in the administration of workers compensation claims in Arizona

OR

- A combination of post-secondary education and/or job-related experience may substitute for the minimum qualifications on a year-for-year basis.

Other Requirements

- Must currently possess or have the ability to obtain an Arizona Adjuster license with the Arizona Department of Insurance within one year of hire

Our Preferred Candidate has

- Three or more years of experience in the administration of workers compensation claims in Arizona
- Experience working for a self-insured, self-administrated entity, third-party administrator, or insurance company
- Experience working in Origami claims management system
- Experience processing public sector insurance claims
- Experience working with Industrial Commission of Arizona rules, procedures, and forms

ESSENTIAL JOB TASKS:

The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- Investigates and evaluates claims to determine validity and compensability within a self-insured, self-administrated program
- Conducts 3-point contact with claimant, medical provider, and department supervisor within 24 hours of receipt of claims
- Establishes ultimate reserves and authorizes payments within reserving authority limits
- Communicates, organizes, and coordinates training with County employees, supervisors, and department managers concerning claims as necessary
- Maintains well-documented action plans on each file to reduce the overall cost of the claim
- Adheres to all Department and State of Arizona guidelines for the handling of claims within a self-insured, self-administrated program
- Studies current court decisions, trends, and developments relative to claims resolutions

SELECTION PROCEDURE:

The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on the evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These

requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically, successful candidates are hired at a salary rate up to the midpoint of the range, based on relevant experience, internal equity, and budgetary allowances.

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.

APPLICATIONS MAY ONLY BE FILED ONLINE AT:
<https://jobs.maricopa.gov>

Job #750WCCA022421
WORKERS' COMPENSATION CLAIMS
ADJUSTER
AM

OUR OFFICE IS LOCATED AT:
301 W Jefferson
Suite 200
Phoenix, AZ 85003
602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)
hfeedback@mail.maricopa.gov

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

Workers' Compensation Claims Adjuster Supplemental Questionnaire

- * 1. Prior to hiring, background investigations are conducted on candidates for positions. All information contained in your online application must be accurate, including but not limited to: Criminal History, Education Details, and Employment Details. Incomplete or inaccurate information in your online application may delay the background investigation process or result in your removal from employment consideration. Your resume is NOT a substitute for the information requested in the online application.
 - By checking this box, I confirm that I have reviewed all information provided in my online application and believe the information to be complete and accurate to the best of my knowledge.
- * 2. Please identify your highest level of education completed. IMPORTANT: LIST ALL EDUCATION IN THE APPROPRIATE SECTION OF THE APPLICATION. Please indicate the type of diploma/degree, college major/minor, and name of the institution. If you did not complete a degree program, include your High school diploma/GED information, as well as the number of college semester/quarter hours completed. NOTE: Failure to provide complete information will likely result in the disqualification of your application.
 - Doctorate
 - Master's degree
 - Bachelor's degree
 - Associate's degree
 - Technical school (non-Associate's degree)
 - High school diploma or GED
 - Less than a High school diploma or GED certificate
- 3. Do you have a Bachelor's degree in Risk Management, Business Administration, or related field?
 - Yes
 - No
- * 4. Please identify your years of experience in the administration of workers compensation claims in Arizona.
 - 6 or more years
 - 5 or more years but less than 6 years
 - 4 or more years but less than 5 years
 - 3 or more years but less than 4 years

- 2 or more years but less than 3 years
 - 1 or more years but less than 2 years
 - Less than 1 year
 - No experience
- * 5. Please identify your years of experience working for a self insured, self administrated entity, third party administrator or insurance company.
- 6 or more years
 - 5 or more years but less than 6 years
 - 4 or more years but less than 5 years
 - 3 or more years but less than 4 years
 - 2 or more years but less than 3 years
 - 1 or more years but less than 2 years
 - Less than 1 year
 - No experience
- * 6. Do you have experience working in Origami claims management system?
- Yes
 - No
- * 7. Do you have experience processing public sector insurance claims?
- Yes
 - No
- * 8. Do you have experience working with Industrial Commission of Arizona rules, procedures, and forms?
- Yes
 - No
- * Required Question

For a link to the posting click here:

[Workers' Compensation Claims Adjuster | Job Details tab | Career Pages \(governmentjobs.com\)](#)