



# Claims Examiner I

Salary Group: B14

Class Code: 2921

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
<b>CLAIMS EXAMINER I</b>	<b>2921</b>	<b>B14</b>	<b>\$31,144 - \$49,134</b>
CLAIMS EXAMINER II	2922	B16	\$34,918 - \$55,130
CLAIMS EXAMINER III	2923	B18	\$39,521 - \$64,449
CLAIMS EXAMINER IV	2924	B20	\$45,158 - \$73,788

## GENERAL DESCRIPTION

Performs routine (journey-level) disability determination or workers' compensation work. Work involves reviewing and evaluating claims for benefits. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Researches and reviews disability or workers' compensation claims to determine jurisdiction and to secure proper documentation.

Reviews and evaluates injury and accident records and reports.

Requests consultative examinations to develop sufficient evidence to settle claims and obtains medical or vocational reviews of evidence.

Settles disability or workers' compensation claims and prepares documented determinations regarding whether a disability or work-related injury exists.

Prepares forms, letters, and supporting materials to complete claimant profiles and document disability or workers' compensation decisions.

Provides technical consultations.

Assists with maintaining confidential files.

Assists with developing physical or mental developmental assessments.

Assists in identifying and reporting cases involving potential fraud.

May participate in special projects related to the development of a disability determination program or a workers' compensation program.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in disability determination, workers' compensation, or insurance. Graduation from an accredited four-year college or university with major coursework in business administration, social work, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of applicable laws and regulations concerning disability determination or workers' compensation, and of medical and psychological terminology.

Skill in customer service techniques, and in the use of a computer and office equipment.

Ability to prepare determinations or claims explanations, to apply and explain relevant laws, to read and analyze documents, to prepare correspondence and reports, to manage caseloads, and to communicate effectively.