



EMPLOYEE NAME: _____

Revised: 12/7, 10/12; 6/16;6/18; 2/19; 4.23

JOB DESCRIPTION

POSITION TITLE: Claims Support Clerk	JOB CODE: 474C
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Support Services	WORKDAYS: 238
REPORTS TO: Assistant Director, Risk Management	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides claims support to Risk Management, workers compensation and liability claims adjusters, in addition to providing secretarial support to the Assistant Director, Risk Management.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 or more years of responsible clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; telephone, public relations

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Reduces medical bills to Georgia fee schedule, enters medical payments into the workers compensation claims handling system.
3.	Reconciles checks with invoices to forward to medical providers and Financial Services.
4.	Posts bi-weekly payroll for workers compensation light duty employees.
5.	Inputs vehicle accident data on CCSD bus accidents into the Department of Education Pupil Transportation website and maintains log of entries as needed.
6.	Inputs workers compensation claims in system.
7.	Answers phones, serves as receptionist for office; opens, date stamps and routes mail and faxes.
8.	Compiles and evaluates vendor information for approved charter bus carrier list and composes annual list.
9.	Prepares Risk Management check request and maintains check request logbook.
10.	Obtains employee data to prepare District response to unemployment claims.
11.	Reviews and evaluates student site injury reports and conducts follow-up investigation for initial assessment of District liability.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____