

WORKERS' COMPENSATION ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Has charge of the administration of the county workers' compensation insurance program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administering the county's self insurance plan for workers' compensation. It is the administrator's responsibility to investigate claims, determine eligibility for workers' compensation benefits and to oversee the proper disbursement of funds in accordance with policies and general guidelines instituted by the County Legislators.

EXAMPLES OF WORK: (Illustrative only)

- Oversees the receipt and processing of claims for workers' compensation against the County;
- Investigates claims of injured employees for compensation;
- Determines whether claims should be paid or disallowed;
- Represents the county at hearings before the State Workers' Compensation Board;
- Gives information to claimants concerning their rights and assists them in filing their claims;
- Prepares bills and draws orders to investigate claims for time disabilities incurred;
- Approves all office expenditures;
- Keeps records and makes reports as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of laws, rules and regulations related to workers' compensation insurance; ability to locate sources of information and to develop facts from interested persons and records; ability to prepare written reports; ability to get along well with others; initiative; good judgment; mental alertness; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and four years of satisfactory experience in a position involving investigative work and/or business administration responsibilities; or any equivalent combination of experience and training.