

The Texas Association of Counties (TAC) is seeking a qualified person for a Claims Litigation Examiner I position. Primarily responsible for providing all aspects of claims examination, from coverage verification to closure, for Public Official and Law Enforcement Liability coverages issued by the TAC Risk Management Pool (TAC RMP) as set forth in the Claims Standards & Procedures. Requires frequent and professional communication, both written and verbal, with Risk Management Services (RMS) staff, TAC RMP members, reinsurer, and vendors. Some travel required.

The Claims Litigation Examiner I will be expected to:

1. Investigate coverage and assess liability issues based on review of applicable coverage document, endorsements, laws and related information for TAC RMP's Public Officials and Law Enforcement Liability coverages.
2. Recommend and supervise defense counsel in compliance with the Litigation Management Guidelines, develop effective and responsible defense strategies, negotiate settlements, and make payment recommendations.
3. Initiate and monitor cost recovery action as appropriate, including subrogation, restitution, and reinsurance recovery.
4. Attend claims-related events such as mediations, arbitrations, settlement conferences, and trials.
5. Monitor ongoing claims for reinsurance reporting requirements in accordance with established guidelines and provide reports to TAC RMP's reinsurers, the Legal Liability Claims Supervisor and Claims Division management.
6. Attend training and education courses and represent TAC and TAC RMP at TAC-sponsored and TAC-affiliated member organization conferences.
7. Perform other duties as assigned.

Experience / Education Requirements

- Bachelor's degree in business, risk management or related field preferred; or high school diploma or equivalent, and a minimum of 5 years' experience adjusting liability claims.
- A minimum of 3 years of experience adjusting litigated liability claims.
- Texas Department of Insurance all lines adjuster's license required.
- Knowledge of state and federal court proceedings required, county governance, and the law related to insurance coverage, employment, civil rights and tort claims preferred.
- Associate in Claims (AIC) or Senior Claims Law Associate (SCLA) or other claims-related designation preferred.

Other Skills & Abilities

- Excellent communications skills, both written and verbal, and the ability to relate to persons from varying economic, educational, and cultural backgrounds required.
- High degree of professionalism in representing TAC and TAC RMP in significant contacts with elected officials, members, and others required.
- Must demonstrate good working knowledge of professional legal liability coverages and develop understanding of ongoing changes in liability issues under state and federal law.
- Must demonstrate proficiency in the use of personal computer and Microsoft Office.
- Must have or develop proficiency in department's risk information management system (RMIS).
- Must function independently with minimal supervision.

- Excellent time management, attention to detail and record keeping required. Must be able to function in a fast-paced environment with a high degree of efficiency, accuracy and the ability to prioritize tasks and requests.
- Valid Texas driver's license and a good driving record required; must be able to drive.
- This is a member facing role and as a requirement for this position, you agree to sign the TAC Photo/Video Release Form allowing the use of your picture, likeness, image, and/or voice recording videos, and other posts to TAC social media accounts, webpages, promotional, and educational materials.

Physical Requirements

- May be required to remain in a stationary position for extended periods of time.
- May be required to stand, bend, kneel, reach or squat occasionally for extended lengths of time.
- May be required to climb stairs.
- May be required to lift or move boxes and designated TAC equipment, up to 25 pounds.
- Required to travel overnight occasionally.

Please apply through this link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=120338&clientkey=80A15FFE4FC8BF0D86C47AC3837F4B02>