

CITY OF FALL RIVER

JOB POSTING

The City of Fall River Office of Corporation Counsel has the following vacancy:

Date: March 24, 2021
Title: Worker's Compensation Clerk
Salary: \$45,000.00 per contract
Hours: Monday through Friday 9:00am to 5:00pm

Please submit your letter of interest and resume to Madeline Coelho, Human Resources Director, One Government Center, Fall River, MA 02722 By: **March 31, 2021** or e-mail to mcoelho@fallriverma.org

The Office of the Corporation Counsel provides legal advice and representation to the City of Fall River. The *Claims Investigator and Worker's Compensation Agent* will, under the supervision of the Corporation Counsel, support attorneys in the office by investigating, evaluating, and otherwise assisting with the resolution of claims made against the City. To be successful in this role, you must be able to effectively multitask and thrive in a team-oriented environment.

General Duties and Responsibilities:

- Handle complex automobile, property damage, and worker's compensation claims.
- Process all invoices for worker's compensation medical payments.
- Process and transmit copies of accident reports, medical authorizations, and other forms and documents to insurance carriers, health care providers, the industrial accident board, and/or employees.
- Assist attorneys in the defense of lawsuits.
- Draft and prepare various legal documents and correspondence.
- Organize and maintain claim documents in paper and electronic formats.
- Process all invoices, claims, and settlements for payment.
- Assist in the training of less experienced claim investigators.
- Assist with administrative work as the need arises.
- Additional responsibilities as assigned by Corporation Counsel

Qualifications:

- High school diploma required; Bachelor's degree highly preferred.
- Minimum of two (2) years of claims experience required.
- A combination of education and experience will be considered.
- Excellent verbal and written communication skills required.
- Must be detail oriented with strong organizational skills and the ability to multitask in a fast-paced environment
- Must be willing to submit to a background investigation. Any offer of employment is contingent upon the successful completion of a background investigation. EOE

