



## **Treasury Insurance Professional I**

Recruitment # 23-005635-0001

Hiring Salary: Grade 17 \$57,467 – \$83,760

Growth Potential Up To \$92,290 / Salary Guidelines Apply for State Employees

**Closing Date: February 6, 2023**

*Are you an Insurance Professional looking for a one-of-a-kind opportunity? We promise there is no other job quite like this in the state! Working for the State of Maryland, Treasurer's Office, can expand your work experience beyond imagination, all while providing valuable service to the citizens of Maryland.*

The State of Maryland self-insures a significant portion of State government exposures and maintains the State Insurance Trust Fund to pay claims and the costs associated with handling claims filed against the State as well as claims filed by State agencies for damages. Self-insurance coverage includes State owned real and personal property, vehicles, and liability claims covered under the Maryland Tort Claims Act.

The Maryland Tort Claims Act requires that all claims against the State be filed with the State Treasurer's Office, supporting the need for the Insurance Division. The Claims Unit of the Insurance Division receives and investigates thousands of claims each year. A Treasury Insurance Professional I is the intermediate level of claims adjusting for all first- and third-party and general liability claims. This position is primarily responsible for conducting investigations and making liability decisions regarding low to moderately complex claims filed against the State. In addition, this position is responsible for handling subrogation files, developing and monitoring payment plans for claimants, tracking and recording claims payments from third party carriers, and referring files to the State's CCU (Central Collection Unit). The ideal candidate should have excellent interpersonal skills and be able to demonstrate effective verbal and written communication skills.

The Treasury Insurance Professional I is one level in a non-competitive promotion series, in which an employee may advance in grade and class level from intermediate to a full performance, Treasury Insurance Professional II through work experience and competency.

### **MINIMUM QUALIFICATIONS (required):**

**Education:** Graduation from an accredited high school or possession of a high school equivalency certificate.

**Experience:** Four years of experience in commercial insurance dealing with settling multi-line claims, risk management, loss control, and/or underwriting.

### **Notes:**

1. Candidates may substitute education at an accredited college or university, at a rate of thirty credit hours for each year of experience, for up to two years of the required experience.
2. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in claims assistance and examining classification or claims assistance and examining specialty codes in the legal and kindred field of work on a year-for-year basis for the required experience.

### **SELECTIVE QUALIFICATION:**

- One of the required four years of experience must be specifically in adjusting multi-line claims including auto, property, casualty and/or general liability.

**PREFERRED QUALIFICATIONS (not required):**

- Knowledge of the Maryland Tort Claims Act and/or other local government tort claims act
- Experience with subrogation
- Experience with self-insurance
- AIC, SCLA or other insurance industry designation or related course work
- Experience with Microsoft Dynamics 365 or other insurance CRM / ERP applications
- Proficiency in Microsoft Outlook, Word, and/or Excel

**LIMITATIONS ON SELECTION:** Applicants must be willing to work in the Annapolis area.

**SPECIAL REQUIREMENTS:** Candidates will be subject to a background investigation to include driving, credit and criminal history.

**LICENSES, REGISTRATIONS AND CERTIFICATIONS:** Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.



**WHY WORK FOR THE STATE OF MARYLAND?**

- Job stability and pinnacle experience (we are a Constitutional Office)
- Work-life balance
- Ability to make your mark through public service
- Predictable hours and hybrid teleworking schedules
- Paid holidays 12-13 per year
- Generous paid leave package (annual, sick, personal and compensatory leave)
- State Pension ("defined benefit" plan)
- Tax-deferred supplemental retirement savings plans (401(k) and 457)
- Free parking
- Comprehensive, subsidized health, dental and prescription plans with little to no deductibles, free generic prescriptions, and free preventative health services
- Flexible Spending Account plans for Health Care and Daycare
- State Employees Credit Union
- Direct Deposit

**TO APPLY:**

Job opportunities within the Maryland State Treasurer's Office are accessible through JobAps, the Statewide Recruitment, Examination and Applicant tracking system. Go to <https://jobapscloud.com/MD/> to apply. Please upload a current copy of your resume with your application.

Electronic application is strongly preferred; however, if you do not have access to a computer, you may send a copy of your resume by email to [hr@treasurer.state.md.us](mailto:hr@treasurer.state.md.us) or fax to 410-260-4090.

Any questions regarding this recruitment or the recruitment process may be directed to the State Treasurer's Office, Personnel Office, at 410-260-7078.

*As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.*

*TTY Users: Call via Maryland Relay*

