

Casualty Claims Adjuster – Litigation Specialist



Recruitment #21-002586-0108
Salary (Grade 16) \$53,974 - \$86,450
Salary Guidelines apply for current State employees)

Closing Date: Open Until Filled

The Insurance Division of the Maryland State Treasurer's Office is responsible for administering the State's Insurance Program which is comprised of both commercial and self-insurance. Commercial insurance policies are procured to cover catastrophic property and liability losses, and other obligations derived from State contracts, statutes and regulations. Among the several exposures covered by commercial policies are State maintained toll bridges and tunnels, rail operations, assorted professional liability exposures and student athlete accidents. The State also self-insures a significant portion of its exposures and maintains the State Insurance Trust Fund to pay claims and the costs associated with handling those claims. 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, creating the need for the Insurance Division. The Claims Unit is responsible for handling claims filed against the State, its agencies, and its employees, which results in the receipt and investigation of thousands of claims each year. The average pending fluctuates between 125 – 175 claim files.

Many claims end up being resolved through litigation. The Casualty Claims Adjuster Litigation Specialist is responsible for investigating, evaluating, managing and resolving a wide variety of moderately to highly complex claims, both those in litigation and those with the potential for litigation. This position works closely with attorneys in the Office of the Attorney General who serve the Treasurer, to proactively resolve litigated matters by investigating, evaluating and preparing large loss reports when relevant on claims and cases; by providing settlement authority; by preparing a complete summary and evaluation, electronically, of cases for presentation to the Insurance Review Committee for settlement authority in excess of current house authority; and by attending settlement conferences and other court mandated activities. As a claims specialist and subject matter expert on claims litigation, this position may brief adjusters on the status of certain litigation claims of high or sensitive interest as a teaching mechanism and to provide feedback on investigations. This position will also be responsible for reviewing and advising the Chief Deputy Treasurer and the Director of Insurance on indicated settlements pending before the Board of Public works.

**Please note that the Insurance Division does NOT handle Worker's Compensation claims.*

MINIMUM QUALIFICATIONS:

Education: A Bachelor's degree from an accredited college or university.

Experience: Four years of experience in administrative staff or professional work.

Notes:

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required education and experience.

SELECTIVE QUALIFICATIONS (MUST BE MET):

- One year of the required experience must be in the claims adjusting, handling and oversight of litigated claims.

PREFERRED QUALIFICATIONS:

- Four or more years of experience in investigating, adjusting and settling complex multi-line claims, with an emphasis on general liability, automobile liability and bodily injury.
- Working knowledge of tort law, claim values, and jurisdictional issues for Maryland
- AIC, AINS, SPPA, ANFI, AMIM or other insurance industry designations or related course work

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.

LIMITATIONS ON SELECTION:

Candidates must be willing to work in the Annapolis area.

Please upload a current resume' for this recruitment.

All interviewed candidates will be subject to a background investigation to include credit, criminal, and driving history.

General Questions for this recruitment can be directed to the STO Personnel Office at 410-260-7078.

Job opportunities within the Maryland State Treasurer's Office are accessible through *JobAps*, the Statewide Recruitment, Examination and Applicant Tracking System. By using the Department filter and highlighting "Office of the Treasurer," you can view all active recruitments within our agency. First time users can register for an account by selecting a position to apply, choosing "I am A new user" at the bottom, then keying in the necessary fields.

[Visit www.jobaps.com/md](http://www.jobaps.com/md) to apply.

Electronic application is strongly encouraged. However, if you do not have access to a computer or the internet, you may fax your resume to 410-260-4090 or mail to 80 Calvert Street, Attention Human Resources, Room 109, Annapolis, MD 21401.

As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. We thank our veterans for their service to our country, and encourage them to apply.

TTY Users: Call via Maryland Relay

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