



## **Casualty Claims Adjuster II**

Recruitment #22-003273-0001  
Salary (Grade 14) \$47,657 - \$75,903

*Salary Guidelines apply for current State employees)*

**OPEN UNTIL FILLED**

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 Insurance Division is responsible for administering the State's Insurance Program, which is comprised of both commercial and self-insurance. 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.

A Casualty Claims Adjuster II is the full performance level of work, handling a wide variety of first and third party claims which are moderately to highly complex in nature, including claims involving bodily injury or death, property damage, or deemed sensitive. This position is primarily responsible for claims investigation, evaluation, setting of realistic reserves, evaluation of all correspondence regarding claims, and communication with various parties for the purpose of conveying information regarding matters related to the State Insurance Trust Fund and claims filed under the Maryland Tort Claims Act.

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

### **MINIMUM QUALIFICATIONS:**

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

Experience: Four years of experience in settling multi-line claims.

**Note:** Education at an accredited college or university may be substituted for up to two years of the required experience at a rate of thirty credit hours for each year of experience.

### **SELECTIVE QUALIFICATIONS (MUST BE MET):**

One year of the required experience must be specifically investigating and adjusting multi-line claims to a final resolution in the areas of general liability, automobile liability and/or bodily injury under Maryland State motor vehicle regulations and Maryland Annotated code.

### **PREFERRED QUALIFICATIONS:**

- Experience in subrogation
- Experience working with tort law
- AIC, SCLA or other insurance industry designation or related course work

### **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. 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*