



Treasury Insurance Associate I

Recruitment # 23-005632-0001

Hiring Salary: Grade 13 \$46,435 – \$57,741

Growth Potential Up To \$71,124/ Salary Guidelines Apply for State Employees

Closing Date: 6/22/2023

This recruitment is limited to permanent, contractual, and contingent employees with current or previous work experience at the State Treasurer's Office.

The State of Maryland 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, supporting the need for the Insurance Division. The Claims Unit of the Insurance Division receives and investigates thousands of claims each year. The main purpose of the Treasury Insurance Associate I is to serve as a front-line claims and administrative worker. This individual is responsible for providing administrative support and customer service to incoming Division calls. In addition, this position handles incoming mail, determining if all new claims received meet the strict Notice of Claim requirements under the Maryland Tort Claim Act, then sets up claims, assigns to staff and enters claim information into the Insurance Division database. The incumbent performs the preliminary investigation on "Non-State" claims(s) and Incomplete claims(s) in order to contact appropriate party(s), obtain the additional information required, and ensure that all information is sufficient to process the claim.

MINIMUM QUALIFICATIONS (required):

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

Experience: One year of experience in providing customer service.

SELECTIVE QUALIFICATIONS (required):

This recruitment is limited to permanent, contractual, and contingent (temp, interns, contractors, etc.) employees with current or previous work experience at the State Treasurer's Office.

PREFERRED QUALIFICATIONS (not required):

- Experience with self-insurance
- Customer service experience in the insurance field
- Experience with commercial insurance
- Insurance industry designation or related course work

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

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

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 www.JobAps.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 or fax to 410-260-4090. Any questions regarding this recruitment or the recruitment process may be directed to the STO 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

