

**DEPARTMENT:** NIAGARA COUNTY RISK & INSURANCE SERVICES  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** FEBRUARY 16, 2011

**SENIOR INSURANCE PROGRAM ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve assisting the Risk Manager in various technical and administrative duties related to the County's Risk and Insurance Programs which includes, but is not limited to, the Niagara County Mutual Self Insurance Plan (worker's compensation), health care, property coverage and claims, casualty coverage and claims, and loss prevention. The incumbent works under the direct supervision of the Risk Manager. Supervision is exercised over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

**NIAGARA COUNTY MUTUAL SELF INSURANCE PLAN (MuSIP):** Performs administrative and technical duties as prescribed by the Plan Administrator and/or County Risk Manager such as, but not limited to:

1. Supervising and directing Insurance Program Assistant and other clerical employees regarding proper claim filing, accident investigation and claim settlement approvals;
2. Reviewing and approving all administrative expenses for the Plan, including but not limited to: legal expenses, hearing charges, medical payments, indemnity checks, Ad Hoc Advisory Committee costs, loss prevention services, and other Plan activities;
3. Insuring proper completion and reporting of all costs to the Plan Administrator and Risk Manager.

**HEALTH CARE/BENEFITS ADMINISTRATION:**

4. Oversees and determines membership applications, coverage and eligibility aspects and supervises staff through completion;
5. Interprets health care contracts for employees and personnel department when inquiring about coverage issues;
6. Oversees completion of monthly health care allocations and budget reconciliation;
7. Monitors coverage changes involving communication with the employee and/or the carrier representative;
8. Assists with oversight of the health care retiree programs.

**PROPERTY SPECIAL RISKS & CASUALTY INSURANCE PROGRAMS:**

9. Assists the Risk Manager in administration of programs regarding placement of coverage, determination of coverage, claims handling, litigation management and loss prevention activities;
10. Contacts carriers, brokers and/or agents and their staff in all matters of risk management when requested by the Risk Manager;
11. Reviews certificate of insurance, FS-20 and other document production from Insurance Program Assistant.
12. Maintains computerized records and performs incidental typing.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of laws, regulations, and procedures relating to workers compensation and volunteer fireman benefit laws; thorough knowledge of eligibility requirements, types and differences of coverage and accounting aspects of various types of health care programs; thorough knowledge of procedures involved in processing and administering property, casualty, special risks, and 1st party recovery insurance claims; working knowledge of departmental and County methods used in financial records, budgeting and allocations; ability to communicate effectively at all levels of management, outside vendors and employees; ability to supervise diverse staff and ensure proper procedures and record keeping; ability to type at an acceptable rate of speed; able to use personal computer for the purpose of input and output of daily records; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma;

**AND:** **1.** Graduation from a regionally accredited or New York State registered approved college or university with an Associate's Degree and two (2) years of full-time paid experience in a government or corporate risk management environment, full service insurance agency or brokerage;

**OR:** **2.** Four (4) years of full-time paid experience in a government or corporate risk management environment, full service insurance agency or brokerage.