



LOSS CONTROL ASSOCIATE

GENERAL RESPONSIBILITIES

Responsible for maintaining all aspects of the school system's property and liability insurance and report all claims made against this policy. Also maintain all aspects of the tax sheltered annuity investment program.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide to the insurance company all potential liability and property claims and lawsuits including compiling all the necessary documentation required for the insurance company to make a decision on coverage.
- Compile documentation consisting of correspondence with the applicable school principal, school nurse, department head, parent, and medical facility, City Attorney or law offices. Submit to the insurance company for completion.
- Establish and maintain all files of claims reported to insurance company for any further litigation or follow-up.
- Establish and maintain all files of insurance policies and prepare requisitions for the quarterly or annual premiums to be paid for these policies.
- Consult with the Occupational Safety/Loss Control Specialist on a monthly basis to review claims for coverage and outcome of particular claims.
- Serve as a member of the safety committee, which meets monthly; also serve on the safe school audit teams when needed.
- Receive and process all amendment contracts for employee investments through payroll deduction. Review all information related to TSA's for accuracy and inclusion of proper submission of maximum exclusion allowance papers to conform to IRS regulations, code, authorize and forward to payroll, troubleshoot and solve all problems related to employee accounts.
- Analyze reports to determine if an employee is over-contributing, as set forth by IRS regulations, and take whatever measures are required to correct the overage.
- Register, on an annual basis, all TSA agents and maintain files of registered agents and company prospectus.
- Correspond with various TSA agents on the proper procedures to become an eligible participating company with the school system with respect to school board policy.
- Receive obligation data from each school. After formatting, checking for accuracy and completion of data, compose this data into an excel spreadsheet and submit to the City Treasurer's Office for interfacing with their billing program for execution of invoices.
- Facilitate the School Obligation Program with the City Treasurer's program.
- Copy and distribute statements to the Clerk of the Board by the applicable deadline.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Good understanding of all aspects of the school system's property and liability insurance and tax sheltered annuity investment programs; skills in the use of a personal computer and word processing software, including rapid data entry keyboarding functions, databases, spreadsheets, and specialized software; effectively communicates with professionals, all levels of administration and company representatives; ability to work independently, applying established procedures to varying situations, referring only new or unusual matters to the Risk Manager; ability to keep on task and produce good quality work, with a minimum of errors, under pressure and under deadlines; good communications and phone skills; ability to interact with the public and internal customers.

EDUCATION AND EXPERIENCE

Associate's Degree in Business Administration (concentrating in Finance, Accounting, or similar field) preferred. Certified Educational Secretary or Professional Standards Program III Certification preferred; considerable experience in the Risk Management field. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

FLSA status: Non-exempt	Description: Rev. 6/11
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