

SNOHOMISH COUNTY JOB DESCRIPTION

LEGAL CLAIMS PROCESSOR

Spec No. 6113

BASIC FUNCTION

To perform a variety of legal secretarial duties and process the county's risk management claims.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares and types legal documents and correspondence such as petitions, warrants, briefs, calendars, opinions, summons, affidavits, orders and complaints from longhand copy or dictating equipment utilizing word processing equipment or an electric typewriter; processes documents to meet legal requirements and deadlines; files documents with the County Clerk and sends copies to interested parties as required.
2. Logs in and prepares initial file and paperwork for all damage claims against the county; denies or settles smaller claims within authorized limits; types and sends form letters to claimants; issues checks for settlements; informs affected departments of claim disposition; closes files.
3. Contacts witnesses, claimants and clients regarding pending litigation, claims or settlements; schedules appointments, meetings, conference rooms and makes travel arrangements as necessary; secures or schedules trial and hearing dates.
4. Responds to telephone calls from members of the public regarding potential damage claims against the county; provides information about filing procedures and mails claim forms; notifies affected department and employees; requests information and obtains reports about the incident.
5. Logs in and prepares initial files and paperwork for all subrogation claims; drafts and mails initial demand letter; follows up if no response.
6. Opens, sorts and delivers mail; maintains incoming and outgoing mail log; stuffs envelopes and addresses outgoing mail.
7. Collates, calculates and prepares attorney time summaries from time sheets.
8. Sets up and maintains legal files and filing systems on damage claims, subrogations and litigation; files and retrieves materials as necessary.
9. Maintains financial records for county's risk management insurance account; monitors expenses against deductible amount; prepares billings for approval of payment; issues and posts checks; maintains check register and reconciles statements; makes bank deposits; prepares monthly claims reports and vouchers; submits bank reconciliation's and vouchers to Finance Department.
10. May take, transcribe and edit shorthand dictation or transcribe and edit from dictating equipment.

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KNOWLEDGE AND ABILITIES (continued)

11. May perform all the duties of subordinate level employees.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year of legal secretarial experience, PLUS, one (1) year of insurance claims processing experience; OR, any combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- property and casualty insurance claims procedures;
- legal terminology and legal document formats;
- rules of civil and/or criminal procedure;
- standard office practices and procedures;
- proper English, spelling, grammar, punctuation and word usage.

Ability to:

- accurately prepare and process all types of legal documents;
- accurately type on typewriter or word processing equipment;
- accurately prepare and process insurance claims;
- deal tactfully and courteously with attorneys, judges and the general public;
- maintain necessary records and prepare required reports;
- operate standard office equipment including telephones, typewriters, video terminals and adding machines;
- communicate effectively;
- work under pressure, meet deadlines and cope with interruptions;
- set up and maintain office files.

SUPERVISION

Employee receives general supervision from a supervisor and/or an administrative superior as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines, which are to be met. Employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be checked to ensure timely completion and accuracy.

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WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Spec. No. 720752

Class Established: February 1986

EEO Category: 6 – Administrative Support

Pay Grade: 308 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous