

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. NATIONAL CATHOLIC SERVICES, LLC POSITION DESCRIPTION

<u>TITLE</u>	Senior Casualty Insurance Claims Examiner
<u>MAJOR RESPONSIBILITY</u>	Assist Vice President, Claims & Shareholder Initiatives with Claims Investigation and Reporting
<u>TITLE OF SUPERVISOR</u>	Vice President, Claims & Shareholder Initiatives
<u>LOCATION</u>	Lisle, Illinois Office
<u>PRIMARY FUNCTIONS:</u>	
	<ol style="list-style-type: none">1. Review new claim loss reports for coverage and to decide if a claim should be opened or held as an event (incident only). If a claim is opened, establish an appropriate initial reserve.2. Investigate, evaluate, and negotiate claims consistent with company guidelines, practices, and procedures as well as in accordance with any statutory, regulatory, and ethical requirements.3. Manages the entire claims handling process for claims of \$500,000 and under involving self-insured retentions.4. Timely and accurate documentation of all claim activity in the claims system.5. Maintain accurate diaries to ensure regular and ongoing communication with all individuals and organizations involved (shareholder, TPA, defense counsel, etc.,) throughout the life of the claim.6. Process both indemnity and expense payments with the authority provided.7. Ensure timely and effective communications with appropriate reinsurers as outlined in the reinsurance treaty. Maintain accurate receivable documentation to process recoveries as appropriate.8. Prepare various monthly/quarterly/annual financial reports as requested. Evaluate reports for accuracy prior to their distribution. Identify, research, and resolve any discrepancies.9. Work in coordination with the Claims Associate, as necessary.10. Oversee the accuracy and performance of the claims system daily. Identify errors, research the cause, and work with IT or the claims system help desk to resolve.11. Perform claims system testing for upgrades or when otherwise appropriate. Create controlled testing plan, understanding the expected outcomes based on different specific scenarios to ensure that the system and all scripts are functioning properly. Analyze outcome of testing and work with IT to resolve any outstanding issues.

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12. Assist the Vice President, Claims & Shareholder Initiatives with claim file audits of shareholders and TPA's.
 13. Assist the Vice President, Claims & Shareholder Initiatives with webinars, seminars or workshops as needed.
 14. Attend mediations as required.
 15. Miscellaneous other duties as assigned.

POSITION REQUIREMENTS:

1. Minimum 10 years of Liability claims adjusting experience
2. Claims-made coverage experience preferred
3. Proven history of resolving claims valued from \$250,000 - \$500,000
4. Ability to travel occasionally
5. Superior verbal and written skills
6. Coverage interpretation experience
7. Experience with Microsoft Office.
8. Proficiency in the use of claims management systems.
9. Experience with religious/nonprofit organization preferred.

Please note: The National Catholic Risk Retention Group, Inc. is a non-profit organization owned by entities of the Roman Catholic Church. Its mission and organizational goals reflect values of the Roman Catholic religion.