

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 07/03/06

## **WORKERS' COMPENSATION ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for assisting in the administration of the County's self-insurance plan for Workers' Compensation, which covers all County departments and all municipalities within the County. Responsibilities include assisting in the administration of the self-insurance plan, appropriated by the Board of Legislators, to provide for the administrative expenses of the program and the payment of compensation claims lodged against the County. Supervision is not a function of this class. The work is performed under the direct supervision of Deputy Clerk Board of Legislators, which reviews the work for conformity to established policies. Incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Receives and processes claims for Workers' Compensation 207-C against the County;  
Reviews applications and prepares documentation regarding incidents for submission to the committee;  
Follows claim to try for a successful return to work;  
Sets up independent medical examination and/or functional capacity evaluation;  
Recommends to Department Heads or local jurisdictions for return to work if other than full-time in the event the claimant passes independent medical examination or functional evaluation;  
Directs the investigation of claims, as well as, the compilation of evidence necessary to reach decisions;  
Interprets the law to member groups and other interested parties;  
Prepares correspondence addressed to claimants, physicians, hospitals, pharmacies and Compensation Board;  
Confers with attorneys, physicians and claimants;  
Prepares files for attorneys use;  
Audit bills paid by insurance carrier;  
Process apportioned premium checks, daily fax, state checks and various other checks, vouchers for bill;  
Compiles reports of monthly Workers compensation incidents and losses;  
Meet with local cities, towns, villages or other entities as needed for training, loss control, consultation of existing claim, etc.  
Prepares budget;  
Provide safety training to Departments and local jurisdictions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the Workers' Compensation Law, Volunteer Firemen's Benefits Law, and related administrative decisions and interpretations; ability to analyze evidence and testimony, and to reach sound and logical conclusions; administrative ability; ability to plan, coordinate and direct the work of subordinate employees; ability to secure the cooperation of others; tact; resourcefulness; initiative.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Insurance, Insurance and Risk Management or a closely related field **AND** two (2) years of experience in workers' compensation claims or workers' compensation policies; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Insurance, Insurance and Risk Management or a closely related field **AND** four (4) years experience in workers' compensation claims, workers' compensation policies or insurance related field; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in workers' compensation claims, workers' compensation policies or insurance related field.

Adopted: 12/28/00  
Revised: 07/03/06