Association of Washington Cities (AWC) is recruiting for a full-time Claims Coordinator for the AWC Risk Management Service Agency to join our dynamic and fast-paced team. The top candidate will have strong claims handling experience and interpersonal skills with knowledge of risk pools.

**What you'll be doing**

* Investigate claims within authority: determine coverage and liability, interview witnesses, obtain evidence and salvage, and interpret official reports
* Evaluate claims: provide recommendation to program manager on independent adjusters, experts, and claim research.
* Analyze, and compile pertinent legal case laws, state laws, and city codes
* Negotiate, settle or deny claims within authority
* Process and monitor subrogation and restitution claims
* Create and publish monthly, annual, and historical claimreports
* Support the program manager and senior claims analyst as needed in all work with members
* Collaborate and coordinate with program staff, or others, on special projects
* Maintain filing and record system within claims software;
* Develop and maintain working relationship with members and various program partners
* Complete other duties as assigned or self-initiated with supervisor approval

**What you bring to the team**

* Bachelor’s degree in business, insurance, or related field; or a combination of industry designations such as CPCU, ARM, AIC, SLCA and business/industry experience preferred
* Three years’ experience in claims handling
* Knowledge and experience in effective property and liability adjusting procedures
* Knowledge of claims law principles, pertinent state laws and codes
* General knowledge of risk management practices, particularly the interrelationship between loss prevention and claims
* General knowledge of local government operations
* Skilled at understanding and interpreting coverage agreements
* Effective negotiating skills in resolving claims
* Ability to perform basic arithmetic, apply percentages, and determine loss amount
* Ability to juggle competing demands between long-term projects and emergent needs
* Ability to work both independently and as a member of a team
* Ability to be flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes
* Possess strong communication skills, articulates clearly both with the written and spoken word
* Ability to meet deadlines and complete assigned tasks in a timely manner
* Ability to model the organization’s high standards of quality customer service to all internal and external customers
* Proficient in Microsoft Office Professional and have the ability to learn and use a wide variety of proprietary software

**How to Apply**

Only candidates who reflect the minimum qualifications listed on the job description will be considered. To apply for this position and view the job description, please visit the AWC website at <https://wacities.org/about-us/join-our-team>.

Failure to follow the application instructions below may lead to disqualification. Complete the application and attach:

* + A cover letter that specifically addresses how you meet the qualifications for this position
	+ Current resume

**Recruitment is open until filled. To be considered for the first round of interviews, please submit your application packet by August 2, 2021.**

We value our employees hard work, integrity and dedication to our members. In return for your service, we offer you a starting annual salary of $62,141-70,468 DOQ.

If you have questions about process, or need reasonable accommodations, please email recruiting@awcnet.org.

AWC is a private, nonprofit, nonpartisan organization, which provides a wide array of legislative, training, and other services to all 281 cities and towns in the state of Washington.

We subscribe to the principles of an equal opportunity employer and shall recruit, interview, hire, classify, train, promote, demote, discipline, transfer, terminate, and set rates of pay or other compensation on the basis of merit and qualification without regard to race, religion, creed, color, national origin, age, sex, sexual orientation, gender identity or expression, physical disability, or genetics.