



If you have strong case management and decision-making skills, knowledge of Workers' Compensation regulations (or the motivation to learn these skills), and the ability to offer exceptional service in a busy work environment, then consider joining Montana Municipal Interlocal Authority (MMIA) as the next Workers' Compensation Examiner.

Based in Helena Montana, MMIA is a Risk Retention Pool serving cities and towns in Montana. MMIA offers coverage that includes Liability/Property, Workers' Compensation and Employee Benefits. To learn more, visit our website [HERE](#).

The majority of MMIA staff started temporarily working remotely due to the COVID-19 pandemic. This position may be required to spend time in the office with limited staff during training and may be required to work remotely depending on the pandemic situation.

Career Ladder

This position is part of a formal Career Ladder which allows opportunity for advancement and pay based on obtaining certifications, meeting specific goals and more.

All examiners new to MMIA are normally hired at the Level I position and progress through Level II and finally Senior Level.

WC Claims Examiners new to MMIA typically have a starting wage of \$55,702 to \$62,255 per year depending on experience plus a very generous leave and benefit package. Applicants with extensive WC claims experience may be hired as a Claims Examiner II with a starting wage that typically ranges from \$62,363 to \$69,700 per year.

Duties will include, but are not limited to:

- Contacting witnesses as needed for interviews or recorded statements.
- Adjusting claims and ensuring the files are updated and maintained in accordance with the established Claims Handling Processes and Adjusting Guidelines by maintaining electronic data files.
- Establishing liability for member communities and accepting or denying claims.
- Calculating wage loss benefits and establishing claims reserves.
- Request and follow-up on recovery status with medical providers and claimants.
- Monitoring claims which includes periodically contacting the claimant, ensuring receipt of required written medical documentation, checking closely for medical release to return-to-work in full or modified capacity, and verifying return-to-work status with employer.



- Consults with and oversees medical case management or rehabilitation providers as necessary ensuring the comprehensive report which documents services provided expeditiously.
- Negotiating settlements provided within the guidelines and spending authority established by the MMIA Board of Directors and the Chief Executive Officer (CEO).

Competencies required for completing duties are typically acquired with the following minimum education and experience:

Bachelor's degree in business, public administration, risk management/safety or closely related field AND one (1) year of worker's compensation adjusting experience OR equivalency of education and/or experience equal to five (5) years (example HS Diploma/GED and 5 years of examining experience).

Applicants not meeting these minimum requirements may be considered for a training assignment and will start at a lower training wage if selected for the position.

Please complete the online application at [Careers – Montana Municipal Interlocal Authority \(mmia.net\)](https://mmia.net) or email your resumé and cover letter to Derrek Shepherd at the contact information below.

Short application submitted via indeed or other sites will not be accepted.

This recruitment will close on October 1, 2021.

Questions? Contact Derrek Shepherd, HR Consultant at dshepherd@mmia.net or 406-495-7017.