**LITIGATION SPECIALIST**

The Litigation Specialist is responsible for handling complex, high exposure and litigated general, police and employment liability claims for the members of the Florida League of Cities in compliance with approved claim policies & procedures and industry best practices.

The Litigation Specialist determines the extent of coverage of insured members and timely advises Members of any non-covered claims. This position determines liability or negligence for assigned claims and remains in contact with members, claimants, and attorneys to obtain information, documentation, and statements, if necessary and permitted. The Litigation Specialist works with field adjusters and attorneys to properly assist in investigative needs to bring files to a timely and accurate conclusion.

The Litigation Specialist reviews and evaluates settlement demand packages, including analysis of medical reports, arrest reports and employee files. The position works in tandem with our panel of defense attorneys to provide the most appropriate legal defense on all litigated files. The Litigation Specialist attend mediations as required and will receive, review, and pay legal bills on a timely basis. This position directly negotiates files to conclusion.

Personal contacts and strong communication are a major part of activity and include members, claimants, witnesses, vendors, repair facilities, contractors, police and fire departments, state and county fraud and arson personnel, special investigators, attorneys, expert witnesses and all other person’s incident to the investigation and processing of claims.

**Requirements**

Must be a licensed insurance adjuster in the state of Florida and have experience with liability claims, including commercial liability, commercial property, and auto claims. Must have knowledge of (Florida) local, state, and federal legal process and court systems.

Job Type: Full Time Position

Pay: $70,000 - $80,000 per year

Resumes can be emailed to: Laura Garber, Human Resource Officer; LGarber@FLCities.com