

Coordinator IV, Property and Liability Claims

Position Details

Job Code U7403

Reference Code: A419

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to coordinate the Clark County School District's (CCSD) self-insured property and liability programs and in accordance with Nevada Revised Statutes (NRS), manages the daily functional activities of insurance maintenance, claims management, and specialized services performed by outside organizations. This position reports to the Director, Risk Management Department, Business and Finance Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establishes goals and objectives for the self-insured property and liability programs; develops management directives, policies, and procedures for the effective administration and coordination of the programs.
2. Identifies CCSD risk exposures and develops recommended procedures to protect CCSD assets and to control losses; represents the department in meetings to pursue adoption of the procedures.

3. Develops procedures to supervise and train all technical personnel assigned to the specialty functions of the property and liability claims management function.
 4. Functions as the senior claims manager for property and liability claims; oversees and directs claim investigations; assists with post-loss assessment to determine validity of the claim; and coordinates offers/settlements.
 5. Coordinates management of litigated property and liability claims with the Office of the General Counsel.
 6. Provides technical assistance to schools and other departments related to interpretation of CCSD policies and regulations, federal and state statutory and regulatory requirements, and recommended procedures for preventing or controlling losses.
 7. Prepares summary reports of historical claims data; develops actuarially based budgets/operating plans and monitors compliance with governmental accounting/solvency standards or regulations.
 8. Performs other duties related to the position, as assigned.
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Position Expectations

None specified.

Position Requirements

Education and Training

None specified; or,

Currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years of progressively responsible experience in insurance administration/claim adjudication.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Advanced degree(s) from an accredited college or university in business administration, insurance, risk management, or law.
2. Professional certification in claim adjusting, risk management, or insurance.
3. Knowledge of Nevada tort law.
4. Work experience with a self-insured public entity.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/11/25
- Created: 12/18/08