

# Risk Management Field Investigation Supervisor

## Position Details

Class Code: 2096

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, the Risk Management Field Investigation Supervisor is responsible for managing all investigations of auto accident claims, third party liability claims, and workers compensation.

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## Essential Duties and Responsibilities

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

1. Conducts field investigations of traffic accidents, general liability claims, and industrial injuries.
2. Coordinates investigatory activities and acts as liaison to the Clark County School District's legal department, workers compensation section, property/liability section, transportation department and safety staff, and to outside law enforcement agencies.
3. Conducts investigations at the scenes of motor vehicle and personal injury accidents to obtain information (i.e., photographs, measurements, diagrams, accident reconstruction, statements, etc.), evaluates fault, and prepares first reports of findings.

4. Prepares repair/replacement appraisals of District-owned and claimant motor vehicles, and of other property damage.
  5. Conducts on-site follow-up investigations for student and third-party injuries occurring in District facilities.
  6. Conducts field investigations and acts as liaison with private investigation companies and contracted third-party administrators for both liability and workers' compensation claims.
  7. Prepares written documentation of all investigatory activities; enters pertinent data into the Risk Management Information System (RMIS) claim tracking system.
  8. Obtains law enforcement and similar agency reports corresponding to District claims, when necessary.
  9. Researches pertinent statutes, case law, and professional publications; develops information to support claim files, working closely with claims managers and adjusters.
  10. Attends and participates in administrative/litigation hearings or appeals, when needed.
  11. Assists with subrogation, subsequent injury fund, and excess insurance claims when additional field investigation is required.
  12. Conforms to safety standards, as prescribed.
  13. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Determines accuracy of reported information and estimated costs to the Clark County School District.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of public laws and District policies, regulations, practices, and procedures.
2. Knowledge of the Nevada Revised Statutes (NRS) as they relate to public entities.
3. Knowledge of case law precedents, statutory documentation research, and analysis techniques.
4. Knowledge of drug testing protocol.
5. Knowledge of database management systems.

6. Knowledge of insurance industry claims management standards and actions.
  7. Knowledge of claims investigation, processing, and settlement procedures.
  8. Ability to conduct investigations; document information and prepare accurate and concise written reports.
  9. Ability to conduct problem analyses and make recommendations.
  10. Ability to understand and explain laws, regulations, and procedures.
  11. Ability to coordinate multiple projects and meet predetermined deadlines.
  12. Ability to make presentations to individuals or large groups.
  13. Ability to handle potentially adversarial conversations with claimants and customers.
  14. Ability to perform complex mathematical computations and statistical analyses.
  15. Ability to maintain security of confidential information.
  16. Ability to judge as to when to act independently and when to refer situations to an administrator.
  17. Ability to work flexible hours or shifts.
  18. Ability to work cooperatively with employees, students, parents, the public, and other agencies.
  19. Ability to recognize and report hazards and apply safe work methods.
  20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency).
2. Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in insurance, law enforcement, law, finance, or a related field; and, one (1) year of experience in field adjusting/claims management.
3. Must be at least 21 years of age.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or

Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

## **Preferred Qualifications**

1. Training and/or certification on Mitchell's, Motor's, or another equivalent estimating program.
  2. Advanced degrees or certifications in claims adjusting, risk management, or insurance.
  3. Completion of courses in claims, law, and loss estimating.
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## **Document(s) Required at Time of Application**

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.).
  2. College transcript(s), if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District Business and Finance Unit and other District sites/facilities. Extensive travel to and from Clark County School District locations and other agencies.

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## **Work Environment**

### **Strength**

Medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs. constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read

printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, computers, handheld and two (2)-way radios, video equipment, digital cameras, 35 MM cameras, tape recorders, binoculars, cellular phones, etc.

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## **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: 05/22/23
- Created: 11/08/04