

# Risk Services Technician

## Position Details

Class Code: 2104

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 48 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, performs highly specialized clerical work by assisting in the administration of the District's self-insured, commercial insurance, and hazard identification programs.

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## Essential Duties and Responsibilities

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

1. Provides technical support for Risk Management programs and activities.
2. Plans, organizes, and prioritizes work; works independently with minimal supervision.
3. Obtains information from District divisions, departments, employees, or records in order to maintain a computerized database for property schedules; enters information, calculates values, and generates reports.
4. Assists Risk Management Personnel in maintaining comprehensive listings of District properties and developing underwriting information for insurance bid specifications.
5. Assists in maintaining District accident and incident records.
6. Prepares the District's real property, vehicles, and equipment schedules and risk exposure information.
7. Maintains complex records and files.

8. Suggests improvements to workflow and claims procedures.
  9. Promotes public relations and deals tactfully and diplomatically with people.
  10. Suggests problem-solving procedures.
  11. Interprets, explains, and applies written/verbal instructions, procedures, and regulations.
  12. Conforms to safety standards, as prescribed.
  13. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves monitoring and providing clerical support in the insurance and risk management process.

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

1. Knowledge of insurance and risk management terminology.
2. Knowledge of underwriting data requirements for insurance bid specifications.
3. Ability to develop underwriting data for insurance bid specifications, including loss runs and district asset schedules.
4. Knowledge of modern office practices and procedures.
5. Ability to interpret complex written materials.
6. Ability to work independently and make decisions without close supervision.
7. Ability to develop comprehensive listings of District properties, vehicles, and equipment for insurance coverage purposes.
8. Ability to make mathematical calculations with speed and accuracy.
9. Ability to communicate effectively both verbally and in writing.
10. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.).
11. Ability to learn and apply established procedures.
12. Ability to maintain security of confidential information.
13. Ability to promote public relations and deal tactfully and diplomatically with people.
14. Ability to work under pressure, work flexible hours or shifts, and meet short deadlines.
15. Ability to efficiently and effectively transition between projects/tasks as department priorities change.
16. Ability to keep information confidential and maintain an ethical attitude.

17. Ability to cooperate with management, staff, and the public.
  18. Ability to judge when to act independently and when to refer situations to a supervisor.
  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, etc.)
2. One (1) year of experience in the fields of accounting, financial services, insurance, and/or risk management.

\* Verifiable experience as an intern while working in risk management or insurance will be given consideration.

### **Licenses and Certifications**

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

### **Preferred Qualifications**

1. Associate degree in Risk Management, Public Administration, Business Administration, Finance, or a related field.
  2. Completion of one or more of the following American Institute of Chartered Property Casualty Underwriters/Insurance Institute of America (AICPCU/IIA) courses:
    - Introduction to Insurance
    - Introduction to Risk Management
    - Introduction to Claims
    - INS 21 Property and Liability Insurance Principles
    - INS 23 Commercial Insurance
  3. Completion of a comparable internationally recognized course or designation.
  4. Computer literate.
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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.

2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.).
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District sites and facilities. Extensive travel to and from District locations and other agencies.

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## **Work Environment**

### **Strength**

Medium/heavy – exert force up to 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### **Physical Demand**

Occasional climbing, balancing, stooping, kneeling, crouching, and crawling. Frequent reaching, handling, repetitive fine motor activities, talking, and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Possess physical stamina sufficient to permit continuous standing or walking for a minimum of two (2) miles without stopping. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Climate-controlled office setting and exposure to outdoor weather temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to very 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**

Computers, handheld and two-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: 07/19/07