

ALLEGANY COUNTY DEPARTMENT OF
HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

CAREER OPPORTUNITY FOR
Executive Secretary, Workers' Compensation

There is an opening in the Allegany County for an Executive Secretary, Workers' Compensation.

Annual salary is commensurate with education and work experience.

The work involves responsibility for administering the Allegany County Self-Insurance Program for Workers' Compensation. The Executive Secretary has direct oversight of the insurance fund, provides necessary paperwork and coordinates any claims made against the fund. The work is performed under the general supervision of the County Administrator. The Executive Secretary reports as needed to the Personnel Committee of the Board of Legislators. Supervision is exercised over clerical staff. Does related work as required.

Good knowledge of the principles, practices and techniques of administering an insurance program; good knowledge of policies and procedures related to workers' compensation program, claims, billings and payments; ability to understand and interpret laws, rules and regulations pertaining to workers' compensation; ability to review claim forms for accuracy and compliance with laws and policy; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

SUGGESTED QUALIFICATIONS:

- (A) ***Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents with a Bachelor's degree in Business Administration and one year of experience involving the administration of an insurance, workers' compensation or personnel benefits program; or***
- (B) ***Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined above.***

Interested candidates may submit a complete Civil Service application and resume to the Human Resource/Civil Service Department, 7 Court St., Room 216, Belmont, NY 14813.

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