

DEPARTMENT: NIAGARA COUNTY RISK & INSURANCE SERVICES
CLASSIFICATION: COMPETITIVE
APPROVED: MAY 12, 2025

SENIOR INSURANCE PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The duties involve providing administrative and financial record-keeping support related to the County's Risk and Insurance Programs that include, but are not limited to, workers compensation, the Niagara County Mutual Self Insurance Plan (MuSIP), health care, property coverage and claims, casualty coverage and claims, and loss prevention. The work requires an understanding of department programs, laws, rules, and regulations to accurately process financial transactions involving large sums of money. The incumbent exercises limited independent judgment and works under the direct supervision of the Risk Program Coordinators and the Director of Risk & Insurance Services. The work does not involve supervisory responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs financial record keeping tasks such as department payroll, billing for active and retiree healthcare, account receivables and payables, making deposits, reimbursements, processing workers compensation check registers, and assisting with the annual budget;
2. Inputs data, maintains records, gathers and compiles data, runs system reports, and prepares and submits periodic reports;
3. Schedules periodic meetings/conference calls, prepares correspondence and vouchers for signature, and maintains and updates lists;
4. Assists with periodic department functions such as open enrollment, health fairs, Wellness Plan, PESH compliance, Industrial Appraisal inventory, Medicare B, renewal of liability policy and bonds, etc.;
5. Assists with the preparation of the annual workers compensation assessment;
6. Performs record keeping tasks in support of disability insurance administration;
7. Logs and maintains property and casualty claims and legal correspondence;
8. Reviews insurance certificates and drafts Certificates of Insurance;
9. Assists with scheduling, set-up, logistics, and conduct of departmental trainings;
10. Collaborates with third-party administrators as assigned and uploads required data and reports;
11. Serves as the designee for records retention;
12. Assists employees with logging in to department portals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of departmental and County methods used in financial record keeping, budgeting, and accounts payable and receivables; good knowledge of laws, regulations, and procedures relating to workers compensation and volunteer fireman benefit laws; good knowledge of healthcare program administration, benefits, and costs; good knowledge of procedures involved in processing and administering property, casualty, special risks, and 1st party recovery insurance claims; good knowledge of the principles and practices of computerized records maintenance; ability to communicate effectively with management, third-party vendors, and employees; ability to maintain financial and administrative data and reports utilizing computerized word processing, spreadsheets, and databases at an acceptable rate of speed and accuracy; ability to prepare and maintain detailed records and reports; ability to follow verbal and written instructions and adhere to policies, procedures, laws, rules, and regulations; ability to establish and maintain effective working relationships with others; ability to communicate effectively; tact and courtesy; sound professional judgment; integrity; neat professional appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and** one of the following:

1. Graduation with an Associate's Degree and two (2) years of full-time paid experience in a government or corporate risk management environment, full service insurance agency or brokerage; **OR**
2. Four (4) years of full-time paid experience in a government or corporate risk management environment, full service insurance agency or brokerage.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.