
Property Casualty Specialist - Risk Mgmt, Benefits & Health(Job Id 16669)

Location: Richard A Middleton Education Center

Post Date: 04/15/2021

Category: Administrative Support/Clerical

Close Date: 04/29/2021

Employment Type: Employee

Description

Location: Richard A Middleton Education Center

Work Schedule: 230 Days

Work Type: Regular Full-Time - A1

Exempt: No

Pay Grade: C7

[Click here to view compensation information for Clerical/Administrative Support jobs](#)

[Click here to calculate pro-rated compensation](#)

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent

Four years related experience and/or training; or equivalent combination of education and experience

CERTIFICATION:

Notary Public Commission

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.

PRIMARY PURPOSE SUMMARY:

Assists the Director for Risk Management and Safety with all Property/Casualty issues for the District and other duties as assigned.

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Responsible for coordinating certificates of insurance coverage for all fleet vehicles, trailers, mobile equipment and property rentals for special events at non-district facilities. Provides support to users of the Blackboard Rapid Communication system.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Screens initial phone calls from parents and administrators regarding student activities, visitor accidents, vehicle accidents, property damage, loss reports, crisis plans, Blackboard inquiries or other related issues.
2. Researches and compiles backup documentation regarding student accidents, vehicle accidents, property damage, loss reports, subpoenas, lawsuit discovery documents, and Texas Workforce Commission unemployment claim records for review by the Director for Risk Management and Safety.
3. Handles emergency hot line calls received throughout the District - Gathers critical information about the emergency and reports facts through the chain of command and maintains an open line of communication.
4. Coordinates the Blackboard application of student and staff electronic images with photography vendors, schools, and departments. Coordinates Blackboard training schedule and assists system users with login and password credentials to the Blackboard system. Ensures all images are properly formatted and coordinated for downloading in Blackboard through the proper student or staff identification number.
5. Takes initial steps to answer or resolve issues before referring to Director for Risk Management and Safety.
6. Requests police reports for student accidents, vehicle accidents, visitor accidents, property damages, and loss reports as applicable.
7. Maintains and prepares documentation and files for vehicle inventory, vehicle accidents, student accidents, property claims, subrogation claims, safety and security committee meetings, crisis plans, legal documents, and training files for the department.
8. Prepares correspondence and arranges for Accident Review Committee meetings.
9. Assists with crisis management training by running new hire reports and preparing memos for employee attendance - Sets up computer and audiovisual equipment for Risk Management presentations.
10. Maintains updates and inventories related to the Critical Incident Response Handbooks by compiling new changes on administrative contacts within the District. Coordinates the distribution of the Critical Incident Response Handbook updates.
11. Manages and maintains the crisis management system database of contact information for all members of the District and campus critical incident response teams.
12. Manages and maintains a roster of employees at the Richard A. Middleton Education Center for emergency evacuation for floor monitors and the local fire department.
13. Maintains the Districts driver's license record checks (MVR's) and prepares correspondence for all disqualified drivers.
14. Coordinates all certificates of insurance needs for the District.

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15. Coordinates record keeping of all unemployment claim documents with the Texas Workforce Commission - Assists with general questions by communicating with Texas Workforce Commission representatives.
16. Coordinates the review and payment of quarterly billing statements from the Texas Workforce Commission - Compiles data and statistics for quarterly reports.
17. Maintains confidentiality of information.
18. Reports to work on time every day.
19. Performs other duties and accepts responsibilities as may be assigned.

QUALIFICATION REQUIREMENTS:

- Successful completion of applicable skills testing through the Department of Human Resources
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of organization
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Valid Texas Driver's License with driving record that meets the requirements of the District

While all applications will be reviewed, not all applicants will be interviewed.

NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

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