

JOB POSTING

January 7, 2022

**Desk Claims
Representative
(Part-time)
(Remote Work Possible)**

- Position Description:**
1. Verify coverage on newly assigned tax assessment claims.
 2. Establish and monitor reserves throughout life of the claim.
 3. Work with outside legal counsel on litigated files including the initial retaining of counsel, assuring timely filing of responsive pleadings, retaining experts, and advising insureds as to status.
 4. Provide prompt claims service to insureds.
 5. Perform other duties as assigned.

- Qualifications:**
1. High School Education or other office experience, preferably in property and casualty insurance.
 2. Basic bookkeeping/accounting skills.
 3. Outstanding oral and written communication skills.
 4. Ability to operate a personal computer.
 5. Basic knowledge of Word, Excel and Outlook.
 6. Experience within the insurance industry a plus.
 7. Self-motivated, organized, detail oriented and eager to learn.
 8. Bilingual abilities (Spanish, Hmong, etc) a plus.

How to Apply: CONTACT MARK SCHUSTER, DIRECTOR HUMAN RESOURCES
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