



**Program Specialist I (Claims Program Specialist), Grade 18**  
**Department of Finance**  
**Montgomery County, MD Government**  
**Rockville, Maryland**

**\$47,848 - \$78,902**

The Department of Finance is seeking to hire a Claims Program Specialist (Program Specialist I) position for its Division of Risk Management. The primary purpose of this position is to perform program support to the division for claims-related matters.

The Claims Program Specialist provides program support to the Division of Risk Management. Responsibilities include performing claims-related duties for the division, such as: recording and transmitting liability and property claims to the County's Third-Party Claims Administrator; maintaining a working knowledge and utilizing the Claims Administrator's web-based claims management system; reviewing and responding to electronically-generated service requests from the Montgomery County MC311 Customer Service Center; preparing twice-weekly claims funding documentation; fielding calls from adverse insurers as related to subrogation submissions; preparing, submitting, and following up on commercially insured losses for Self-Insurance Program members; reviewing accident reports from departments to identify potential claims; and, requesting loss runs from commercial carriers. Additional duties involve supporting the Risk Management Volunteer Registration System, which includes providing guidance in accordance with County Administrative Procedures to County supervisors and users of the system on eligibility, registration, and related insurance issues. Further responsibilities include processing physical check payments received by the division and notifying agencies when recovered funds are available and, utilizing Oracle/ Enterprise Resource Planning to initiate and handle a variety of financial transactions, including structuring payments, deposits, requisitions, and receiving and matching invoices.

A CRIMINAL BACKGROUND AND CREDIT HISTORY CHECK WILL BE CONDUCTED ON THE SELECTED CANDIDATE PRIOR TO APPOINTMENT AND WILL BE A SIGNIFICANT FACTOR IN THE HIRING DECISION.

**MINIMUM QUALIFICATIONS**

**Education:** One (1) year of professional experience in multiline claims intake.

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

Montgomery County Government offers competitive salaries and excellent benefits.

To view the complete job announcement and to apply, please visit our website at <https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html>

and click on the "Search for Jobs at MCG" tab.

Read the full job description under the "Information Technology " Job Category.

The requisition number is **IRC42047**.

Interested candidates must create an online account in order to apply.

This Recruitment Closes February 5, 2020

All resume submissions must address the preferred criteria for the position, which are listed in the full advertisement, preferably in a separate section of the resume.

Applicants are strongly encouraged to review the Resume Preparation Tips listed under the "Resources" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.