

The **Sullivan County Human Resources Department** is seeking to fill the following position:

**RISK MANAGEMENT AND INSURANCE PROGRAM COORDINATOR**

This position involves the performance of technical duties in connection with the operation of the Risk Management and Insurance Department. Incumbent is responsible for establishing and maintaining liability insurance as well as Workers' Compensation files, maintain appropriate disbursement records and assisting claimants with regard to filing claims, program procedures etc. Work is performed under direct supervision of the Manager of Risk Management and Insurance and the Commissioner of Human Resources.

**MINIMUM QUALIFICATIONS: Either:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Accounting, Business Administration, Public Administration or a closely related field and one (1) year of experience in handling insurance claims, insurance administration worker's compensation or disability claims work; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree in business administration, public administration, or a closely related field and three (3) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of an equivalency diploma and five (5) years of experience as described in (A) above; or

**SALARY: Entry: \$51,913.00 Full: \$54,645.00**

**TO APPLY ONLINE, visit: <https://sullivan-portal.mycivilservice.com/jobopps>**

Applications accepted until position is filled.

**EEO/AA Employer**

**M/F/D/V**