

EBMUD Job Title: Risk Management Assistant (Claims Adjuster)
Salary Info: \$83,052 - \$100,944 Annually, [Plus Excellent Benefits + Retirement](#)
Opens online at www.ebmud.com/jobs on Monday, February 4
Online applications must be received by 4:30 p.m., Friday, February 15, 2019
Internal Reference # 18-148

The Risk Management Assistant assists in supporting and implementing East Bay Municipal Utility District's (EBMUD's) Risk Management Programs. The Risk Management Assistant performs technical and clerical duties related to liability (property, bodily injury, and inverse condemnation claims and lawsuits), subrogation and workers' compensation claims, litigation support, contract review, and data monitoring and maintenance. Responsibilities may shift to provide greater or lesser support in any of the other Risk Management programs, to support the Division, as needed.

The most competitive applicants will have:

- Excellent written and oral communication skills
- Three plus years' experience adjusting California Tort Claims Act property and bodily injury claims
- Working knowledge of the California Tort Claims Act
- Working knowledge of inverse condemnation claims
- Working knowledge of tort litigation
- A proven ability to analyze facts, identify issues, and make appropriate recommendations and solutions for resolution
- Physical ability to meet with claimants to investigate claims, inspect properties, accident sites, etc.

The Risk Management Assistant salary starts at \$6,921 per month, increasing to \$7,267, \$7,630, \$8,011, and \$8,412 after 6, 18, 30, and 42 months, respectively.

EBMUD offers an excellent benefits program that includes: paid vacation, holidays and sick leave; family health insurance coverage; family dental and vision care plans; retirement plan (reciprocal with CalPERS); 401(k), 401(a) and 457(b) tax-deferred retirement plans; transit subsidy; tuition reimbursement; and opportunities for professional growth including training and career development.

Requirements:

Any combination of education and experience that has led to the acquisition of the knowledge and abilities indicated above. Typical means of acquiring the essential knowledge and abilities is a combination of training and experience equivalent to:

1. Completion of the 12th grade or its equivalent; and
2. Two years of technical experience in adjusting claims, investigation of liability, loss prevention, or property and liability insurance.
3. Valid California driver's license and satisfactory driving record.
4. Possession of the physical characteristics to perform the critical and important duties of the job, including sufficient physical agility to inspect loss sites, EBMUD facilities, and construction sites.
5. Willingness to take after-hours calls and work overtime as needed.

Submit a completed EBMUD application and the required supplemental question responses online at www.ebmud.com/jobs by 4:30 p.m., Friday, February 15, 2019. Only application materials submitted online during the filing period will be accepted.

EBMUD is an Equal Opportunity Employer: Females/Minorities/Veterans/Disability
www.ebmud.com
Job Hotline: (510) 287-0742