

## Job Description

Title	Management Liability/Fidelity Claim Specialist	Supervisor	AVP Claims
Company	Berkley FinSecure	Department	Claim
Location	849 Fairmount Avenue Towson, Maryland 21286 preferred but negotiable	Date job description updated	01/17/2018
Full-time or Part-time	Full Time	If Part-time – list weekly hours worked	
Exempt / Non Exempt ( <a href="#">see criteria attached</a> )	Exempt	If Exempt – type of exemption ( <a href="#">see types of exemptions attached</a> )	

### Job Description: Describe specific objectives for this position.

- Under general direction, handles management liability and fidelity cases including those involving complex questions of coverage, legal liability and damages.
- Handles the more serious claims utilizing experts and outside firms as required.
- Work as requested with underwriting in developing and interpreting policy language and, in conjunction with loss control, assists in the analysis and recommendations on loss sensitive and special accounts.
- Perform investigations in a timely and thorough manner to ensure accurate decisions on coverage, liability and damage issues affecting claim resolutions.
- Manage existing workloads effectively to achieve quality and quantity production goals and provide superior customer service.
- Manage outside counsel in connection with litigation
- Perform initial assessment for recovery
- Regularly communicate with customers, agents and brokers

### Overall Responsibilities: Describe the overall job responsibilities (including any decision making authority) for this position.

- Investigates all assigned claims and analyses coverage applicability/limitations
- Sets appropriate reserves
- Prepares reports and obtains authority to increase reserve in excess of authority
- Manages disposition of claims and issues appropriate payments on all assigned claims
- Determine when appropriate to retain outside counsel
- Maintains required logs
- Maintains proper diary on all open files and records all file activity in file notes
- Maintains appropriate state licenses
- Serve as a mentor in the training and development of less experienced staff/provides input in roundtable discussions.
- Attend settlement conferences, trials and mediations on a regular basis.
- Effectively negotiate with insureds and third parties, listening carefully to demands and using an objective approach to resolve the claim fairly.
- Inform other departments of positive/negative conditions noted during investigations which may impact company results.
- Participate in special account reviews and present agents and insureds with recommendations for improving their loss ratio and information on best practices.
- Engage with reinsurance partners on claims issues and industry trends, as well as on specific large and/or complex claims within inventory.



**Required Experience: Include necessary skills/experience and core competencies required.**

- Experience and comprehensive knowledge with handling of Fidelity and Management Liability claims; Ability to work independently
  - Result-oriented
  - Strong commitment to the WRBC/BerkleyFinSecure culture
  - Excellent Team Player
  - Excellent Communication Skills
  - Innovator
  - Willingness to assume tasks, even if they are outside the actual job description
  - Ability to multi-task and prioritize
- Ability to respond to time deadlines in an environment with heavy volume and changing priorities

- Ability to work with Microsoft office including Lotus Notes and Access.
- (10)+ Years Claims experience in multiple Lines of Business
- Must be a self-starter with excellent negotiation skills
- Highly organized, creative, assertive, persistent and enthusiastic

**Education Requirement**

- Bachelor's degree.
- Law Degree a plus
- Obtain and maintain necessary adjusting licenses within 90 days