



## **SENIOR PROPERTY AND LIABILITY CLAIMS ANALYST**

San Mateo County Schools Insurance Group, a Joint Powers Authority (JPA) serving public school districts, is currently accepting applications for a Senior Property and Liability Claims Analyst to work full time in our Redwood City office.

The successful candidate will be responsible to proactively manage property and liability claims, control litigation costs and potentially adverse media coverage, advises on contract indemnification wording, recommends appropriate levels of insurance for contracts, and recommends action to reduce liability exposures while providing high level of customer service to members, vendors and the general public.

Minimum qualifications include a Bachelor's Degree of Arts/Sciences/Business/English or equivalent degree. At least 5 years of experience adjusting complex liability, property and auto claims. At least 3 years of experience handling complex public-sector litigation including all phases of discovery, litigation management, settlement conferences, mediation, and supervise trial preparation. Ability to prepare oral and written board presentations. Compile and organize data and information, interpret technical and legal information, interpret rules, laws, and policies and apply them while exercising good judgment. ARM, ARM-P desirable.

Salary Range: \$68,832-\$106,776 annually plus excellent benefits, including CalPERS retirement.

Contact Sharon Vishwa, [svishwa@smcsig.org](mailto:svishwa@smcsig.org), 650-365-9180 for an application and detailed job description. Requires a cover letter, completed job application and resume.

Filing Deadline: 5 pm on February 28, 2018.