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# Example of Workers Compensation Job Description

Our innovative and growing company is searching for experienced candidates for the position of workers compensation. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for workers compensation

* Oversees the preparation and administration of the annual budget
* Drafts annual audit report and forwards to the Corporation Counsel
* Participates in special projects as assigned and prepares reports as requested
* Underwriting new business and renewals, and providing quotes in a timely and professional manner within agreed underwriting parameters and service standards
* Relationship development, including visitations, with a variety of brokers including internationals
* Responds timely to all electronic, written and verbal communications
* Establishes immediate contact with Policyholders, claimants and medical providers
* Handles workers' compensation claims, including fatalities
* Resolves coverage questions, exercising discretion and independent judgment, and in compliance with applicable workers' compensation law
* Coordinates activities with a rehabilitation specialist on seriously injured claimants and refers special risk situations to commercial underwriting

## Qualifications for workers compensation

* At least five years of full-time, or equivalent part-time, experience in the workers’ compensation field, preferably in a self-insured employer worker’s compensation program, of which two years must have been in a supervisory or managerial capacity
* Member in good standing of the Massachusetts Bar Overseers
* Knowledge of the jurisdiction, functions and procedures of the Department of Industrial Accidents and state courts
* Demonstrated knowledge of the Workers' Compensation law (MGL c
* Knowledge of Microsoft Office products or similar software
* Ability to direct a city-wide program, establish priorities, and supervise staff