



WARREN COUNTY SELF-INSURANCE DEPARTMENT

1340 State Route 9 * Lake George NY 12845 * Phone 518-761-6528 * Fax 518-761-6249
email: warrencountyinsurance@warrencountyny.gov

Notice of Anticipated Vacancy

Self-Insurance Specialist

The Warren County Self-Insurance Department anticipates a vacancy beginning January 1, 2018. The position is full time with Warren County employee benefits. The 2018 base annual salary is \$37,835. The position is 8 hours per day Monday – Friday.

This position involves responsibility for independently performing and overseeing various highly technical and complex clerical aspects of the administration of the various functions of the Self Insurance Department, including the worker's compensation, disability benefits, property and casualty insurance, and safety programs. Duties include daily coordination of the County's property and casualty program and other assigned tasks assisting the Administrator and Deputy Administrator in managing and coordinating various department functions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Graduation from a regionally accredited or New York State college or university with an Associate Degree or higher in Business Administration, Accounting or other related field AND
 - 1) One year of experience in a position where the primary function of the job included auditing and processing of matters in an insurance setting, or 2) One year of experience in a position where the primary function of the job included performing accounting or record keeping functions in an insurance setting, OR
- B) Three years of experience in a position 1) where the primary function of the job included auditing and processing of matters in an insurance setting, or 2) where the primary function of the job included performing accounting or record keeping functions in an insurance setting.

Position will be filled based on Civil Service requirements. A provisional appointment will be made with the examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of eligible list.

Applications will be accepted until December 19, 2017. Interested candidates should fill out an application and resume and mail to the address above. Applications may be obtained from www.warrencountyny.gov/civilservice.

Warren County is an EOE/AA Employer