



Job Title: Worker's Compensation Claims Examiner

Grade: 9

Salary: \$53,620 - \$69,037

Requirements: Bachelor's degree from accredited University or 2-3 years of relevant work experience

Qualifications: Experience conducting investigations for compliance with State laws and regulations. Experience writing detailed reports.

Job Description:

Collective Bargaining Unit (Union): This position is in the collective bargaining unit.

This position is located in the Labor Standards Bureau, Office of Workers'. The Office of Workers' Compensation provides services to employees of the private sector who sustain work-related injuries and /or suffer job-related illnesses/diseases during the performance of their duty. The Claims Examiner will work under the general supervision of a Supervisory Worker's Compensation Claims Examiner. This Claims Examiner is required to perform duties related to the following:

Case Management:

- Incumbent reviews, examines, develops and recommends adjudication for the entire spectrum of cases arising under the D.C. Workers' Compensation Act (as amended).
- Verifies compensation rates, periods of disability, and payments of compensation and closes out uncontested cases where voluntary payments are made by insurance carriers.
- Conducts pre-conference calls and gathers information on contested cases or those likely to be contested in preparation for informal conferences in which incumbent will be required to participate.
- Advises interested parties, in person and in writing, on applicable provisions of the law according to established procedures.
- Obtains information of both a medical and quasi-legal character from claimants, attorneys, union officials, employers, insurance carriers and other interested parties