



## **External Job Posting**

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**POSITION:** Management Liability/Fidelity Claim Specialist

**LOCATION:** Towson, Maryland

**STATUS:** Full Time Exempt Position

**REPORTS TO:** Assistant Vice President & Head of Claims

### **JOB DESCRIPTION: 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
- Works, as required, 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
- Performs investigations in a timely and thorough manner to ensure accurate decisions on coverage, liability and damage issues affecting claim resolutions
- Manages existing workloads effectively to achieve quality and quantity production goals and provide superior customer service
- Manages outside counsel in connection with litigation
- Performs initial assessment for recovery
- Regularly communicates with customers, agents and brokers

### **RESPONSIBILITIES: Overall job responsibilities (including decision making authority)**

- 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
- Determines 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

- Serves as a mentor in the training and development of less experienced staff/provides input in roundtable discussions
- Attends settlement conferences, trials and mediations on a regular basis
- Effectively negotiates with insureds and third parties, listening carefully to demands and using an objective approach to resolve the claim fairly
- Informs other departments of positive/negative conditions noted during investigations which may impact company results
- Participates in special account reviews and present agents and insureds with recommendations for improving their loss ratio and information on best practices
- Engages with reinsurance partners on claims issues and industry trends, as well as on specific large and/or complex claims within caseload

**QUALIFICATIONS: Required experience (including skills and core competencies)**

- Experience with and comprehensive knowledge of handling of fidelity and management liability claims; ability to work independently
- Results-oriented
- Strong commitment to the WRBC/Berkley FinSecure 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
- Proficient in Microsoft Office including Outlook and Access
- 10+ Years claim experience in multiple lines of business
- Must be a self-starter with excellent negotiation skills
- Highly organized, creative assertive, persistent and enthusiastic

**EDUCATION:**

- Bachelor's degree required
- Law degree a plus
- Obtain and maintain necessary adjuster licenses within 90 days

**Submit resume and letter of interest to:  
Tonya M. Lusk, Direct of Business Operations, via email at  
tlusk@berkleyfinsecure.com**