

**Risico Claims Management, Inc.**  
**Workers' Compensation Claims Assistant**

Risico is a dynamic, Fresno-based TPA with an amazing new opportunity for a Workers' Compensation Claims Assistant. Picture yourself working in a friendly family environment! Enjoy a Personal Day off each month with pay, along with an extensive benefit package, competitive salary, and continuing education.

The ideal candidate should have knowledge and understanding of all applicable workers comp procedures and policies. Assists Examiners of assigned caseload by performing clerical functions. Timely management of assigned daily, weekly and monthly tasks. Prepares and types legal documents and other related forms and memorandums. Performs detailed telephone investigations and maintains disability status checks as directed by examiner. Calculate wage statements and make appropriate adjustments in the systems. Assists in training of claims assistants and other clerical personal. Maintain professional and appropriate demeanor. Must be able to work at least 40 hour per week, Monday thru Friday and be available to work extended hours as situations arise. Perform other duties as assigned.

Extensive benefit package is listed below;

- Medical Coverage
- Dental Reimbursement
- 401 (k) with Employer Match
- Holiday Pay
- Vacation/ Sick Pay
- Paid Personal day off per month
- Paid Birthday off
- Relaxed Dress Code
- Health Spending Account
- Employee and Dependent life insurance
- Disability Insurance
- Section 125 – FSA
- Appointment Time
- Additional Optional Insurances
- Training encouraged

Fax resume with salary history to (559) 222-1862. EOE

**Requirements:**

- Strong computer skills – Word, Excel
- Typing min. 40 wpm
- Strong Customer Service Skills
- Good communication skills – make calls to claimants, providers, vendors, etc...
- Reliable, good work ethic, punctual
- Workers Comp experience – A Must