

**Loss Control Technician**  
**Human Resources Department**  
**Hire-in salary: \$17.50—\$24.83/hr. DOQ.**  
**Full-Time, Benefits Eligible**

The City of Kingman Human Resources Department is seeking a dynamic and experienced person to fill our position of Loss Control Technician. This individual should have general knowledge of the Risk Management field and OSHA general industry regulations.

The primary function of an employee in this position is to perform administrative and support tasks for the Risk Manager. The ideal candidate will possess excellent customer service skills and is responsible for performing the full range of technical work in areas such as: administrative and support tasks in loss control, processing liability and workers' compensation claims, evaluating employee safety needs, policy and program development. Provides safety training, accident and injury prevention analysis, compliance assistance and safety inspections for all city operations, buildings and employees. Participates in the city-wide general Safety Committee, accident review and investigation. Maintains a variety of complex data used to identify loss trends and cost control analysis reporting. Some latitude is granted for independent judgment and initiative.

Candidates considered will demonstrate strong computer skills in word processing, spreadsheets, publisher and power point presentations. The individual will work in a department that is fast-paced, has a large workload, and team oriented. The ability to multi-task and adjust as priorities and projects/timelines change is a must. The individual must also be able to maintain the confidential nature of the records/interactions exposed to in the department.

Two years of college coursework in Risk Management; or high school diploma/GED and combination of education and significant experience sufficient to successfully perform the essential duties of the position. Five years of experience in accident and loss control programs, claims management, working with spreadsheets, and training program development is necessary. Certified as CSP, CRM or ARM preferred.



**APPLY NOW: On-Line Application at [www.cityofkingman.gov](http://www.cityofkingman.gov)**

**POSITION CLOSES: FEBRUARY 12, 2016**

**To obtain complete job description, minimum qualifications, visit the City of Kingman's website at [www.cityofkingman.gov](http://www.cityofkingman.gov) or contact the City of Kingman Human Resources Department.**

**CITY OF KINGMAN**

Human Resources Department  
 310 N. 4th Street  
 Kingman, AZ 86401

Phone: 928-753-5561

Fax: 928-753-3544

Website: [www.cityofkingman.gov](http://www.cityofkingman.gov)

**Note Reference Examination:** The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.

**Note Reference American Disabilities Act:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. **EOE**