



Rio Arriba County

JOB DESCRIPTION VACANCY

RISK MANAGEMENT SPECIALIST

DEPARTMENT:	RISK MANAGEMENT
PRIMARY LOCATION:	ESPAÑOLA / TIERRA AMARILLA
SALARY CLASSIFICATION:	[C-11 PER-SCHEDULE]
SALARY:	\$22.44-\$28.09 HOURLY / \$46,675.20 -\$58,427.20 ANNUAL]
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	JULY 22, 2025

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

Primary Summary:

Under the general supervision of the Director or designee, the selected candidate provides administrative and technical support to the Risk Manager and assists with programs and functions related to liability, workers' compensation, property insurance, safety compliance, claims management, drug testing, and risk analysis. This position helps ensure county operations remain compliant with applicable policies, laws, and regulations. The employee will assume the duties to perform essential duties and responsibilities.

Duties and Responsibilities:

- Assists with the administration and coordination of the County's risk management programs, including liability, property, workers' compensation, and safety.
- Prepares, edits, and reviews correspondence, reports, minutes, agendas, memos, forms, and other documents.
- Establishes and maintains an effective filing retrieval system, purges and retains files according to legal requirements.
- Assists in compiling, maintaining, and monitoring necessary reports, including random drug testing participation pools and driver license records.
- Assists in maintaining OSHA Injury and Training logs, accident reports, and follows up on claims status and required documentation.



Rio Arriba County

JOB DESCRIPTION VACANCY

RISK MANAGEMENT SPECIALIST

- Assists with employee safety programs, training coordination, and compliance documentation.
- Assists with internal audits and risk assessments; helps identify potential areas of liability or exposure.
- Assists in compiling data and preparing reports related to risk trends, safety compliance, and insurance renewals.
- Assists with administrative support, including scheduling meetings, maintaining files, and processing correspondence and forms.
- Assists to inquiries from staff, vendors, and the public regarding risk management processes and procedures.
- Assists in loss control efforts, workplace safety initiatives, and ergonomic assessments.
- Performs other duties as assigned or required.

Minimum Qualifications:

- High school diploma or GED required; Associate's degree or coursework in business administration, public administration, occupational safety, or related field preferred.
- Two (2) years of administrative support experience, preferably in risk management, insurance, human resources, or a legal setting.
- Shall maintain a valid New Mexico driver's license.
- Relevant certifications (e.g., OSHA, insurance claims handling, risk management) are a plus.

Knowledge, Skills and Abilities:

- Knowledge of administrative and office practices related to risk management and insurance.
- Familiarity with claims handling, OSHA recordkeeping, workers' compensation, and public liability procedures.
- Strong organizational skills with attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency with Microsoft Office Suite and database software.
- Ability to communicate effectively, both orally and in writing.
- Skilled in maintaining effective working relationships with staff, departments, vendors, and the public.



Rio Arriba County

JOB DESCRIPTION VACANCY **RISK MANAGEMENT SPECIALIST**

-
- Ability to act in an independent and conscientious manner using sound judgment.
 - Ability to maintain confidentiality
 - Ability to handle multiple tasks and meet deadlines.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight, then two or more County staff members will team up to lift the object.

Work Environment/Conditions:

Work is performed in a professional office environment with a moderate noise level, and occasionally working under stressful conditions, possibly for extended periods of time. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours “may” be required, as well as travel and attendance at meetings.

The employee may also need to go outside in all kinds of weather and travel to various locations. Evening, holiday, and weekend work outside of normal business hours may be required, as well as travel and attendance at meetings. The employee must be available to provide customer support.

Employee may be exposed to body vibration, exhaust fumes, dust, and dirt when performing certain duties. Specific vision requirements for this job are distance vision, peripheral vision, and depth perception. Each county position requires the following professional skills and abilities as key and necessary elements of performance.

County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful



Rio Arriba County

JOB DESCRIPTION VACANCY

RISK MANAGEMENT SPECIALIST

manner.

- Project positive support of their department and all county organizations at all times.
 - Maintain and enhance the county's commitment to customer service excellence
-

Working Conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of a thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within 30 days of the date of hire as a condition of continued employment.

**Please send an email with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*



Rio Arriba County

JOB DESCRIPTION VACANCY

RISK MANAGEMENT SPECIALIST
