

MEMBER COMPANIES

#1 – Mt. Airy ● #2 – Hampstead ● #3 – Westminster ● #4 – Manchester ● #5 – Taneytown ● #6 – Pleasant Valley ● #7 – Lineboro

#8 – Union Bridge ● #9 – Reese ● #10 – New Windsor ● #11 – Harney ● #12 – Sykesville ● #13 – Gamber ● 14 – Winfield



Carroll County Volunteer Emergency Services Association, Inc.

ORGANIZED 2004

50 Kate Wagner Road ● Westminster, MD 21157

Job Announcement –Worker’s Compensation Analyst

Posting Date: September 14, 2026

Closing Date: September 28, 2026

JOB TITLE: Worker’s Compensation Analyst/Coordinator – Carroll County Volunteer Emergency Services Association

OVERALL RESPONSIBILITY: Process all actions associated with Worker’s Compensation for Carroll County Volunteer Emergency Services Association

REPORTS TO: President, Carroll County Volunteer Emergency Services Association (CCVESA)

RESPONSIBILITIES AND JOB FUNCTIONS:

- Intake of new Worker’s Compensation Claims into the insurer – work with claimant and associated Fire Department to gather complete data
- File claims with WC Insurer – in accordance with filing standards
- Maintain files for all claims
- Process all incoming mail and updates related to WC
- Respond to all inquiries, and manage all court documents, hearing notices and other related WC communication
- Provide support to members/claimants related to unpaid claims and/or claim issues
- Manage calls from Insurer as appropriate providing necessary information and updates
- Work with CCVESA regarding archiving and/or shredding of old records
- Support CCVESA with the Annual Data Requirements for policy renewal

CONSULTS and INTERACTS with:

- Carroll County Volunteer Emergency Services Association
- Presidents, Chiefs and Volunteer members of the 14 Fire Departments
- CCDFEMS

- Chesapeake Insurance (WC Insurer)
- Carroll County Government

KNOWLEDGE AND SKILLS:

- Working knowledge of Worker's Compensation processes
- Clerical skills to file claims and maintain records
- Business Acumen to work with all parties involved in Worker's Compensation claims processes
- Knowledge of the Carroll County Fire Departments is preferred
- Working knowledge and experience using Microsoft Word

Salary

- Negotiable depending on experience

Hours

- Casual Part time
- Expected

To apply Please submit Resume to President@ccvesa.org no later than September 28th, 2026. Any Questions can be directed to President@ccvesa.org

