



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: **August 31, 2026**

Date Listing Will Close: **September 11, 2026 - 5:00 PM**

The following department has a vacancy for qualified applicants in the following position:

Job Title: **Insurance Coordinator**

Location /Department: **Human Resources**

Rate of Pay: **\$50,000.00 - \$60,000.00**

Position Summary and Responsibilities: **See Attached Job Description**

Equal Opportunity Employer (EOE)

HARRISON COUNTY HUMAN RESOURCES/PERSONNEL

1080 23rd Avenue, Gulfport Courthouse, Second Floor

Phone: (228) 865-4194 Email: employment@co.harrison.ms.us Fax: (228) 865-4162

<https://harrisoncountymiss.gov/>

APPLICATIONS MUST BE RECEIVED BY 5:00 PM

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Insurance Coordinator

DEPARTMENT: Human Resources

FLSA STATUS: Non-Exempt

REPORTS TO: Director, Human Resources

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: June 30, 2026

This job description on should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: Responsible for the administration of all the County's Property, Casualty, Liability and Worker's Compensation Insurance Programs. Administers and oversees the County's benefit programs. This position must maintain the highest level of confidentiality.

ESSENTIAL JOB FUNCTIONS:

1. Administers and oversees the County's day-to-day group benefit programs, including but not limited to health, dental, vision, life, COBRA, and supplemental insurance programs.
2. Processes Workers' Compensation claims. Works with employees, adjusters, physician's offices/clinics and pharmacists to ensure accurate claims administration. Follows up on claims.
3. Works with actuary firms and certified public accountants each year to ascertain adequacy of insurance reserves.
4. Processes all property, casualty and liability claims and direct these claims to the proper insurance adjuster.
5. Manages Harrison County's Tort Claim fund from which all liability claims are paid.
6. Prepares specifications on all lines of insurance (Property, inland marine, ocean marine, public liability, law enforcement liability, automobile liability insurance, public officials liability insurance, error and omissions insurance, employment practices liability insurance, worker's compensation insurance, and machinery insurance).
7. Works closely with all insurance agencies, County Administrator, Board of Supervisors, Comptroller, Human Resources Director, and County Department Heads to keep them up to date on the status of claims.

8. Performs verification of health and welfare benefits to ensure benefit changes are submitted to payroll timely and appropriately.
9. Reviews and responds to unemployment claims and hearings with proper documentation.
10. Responsible for monitoring County employee bonds are up to date.
11. Assists Comptroller in obtaining statistics and information in renewal process of any health, life and retirement plans that benefit the County and its employees.
12. Audits monthly benefit billing, enrollment, payroll deductions, and maintains accurate employee benefit records.
13. Creates, develops, and maintains any health awareness initiatives for Harrison County employees in cooperation with benefits provider.
14. Maintains information relative to all group insurance policies, premiums, claims, and costs.
15. Reviews and participates in ensuring the integrity of the work flow of the benefits enrollment process.
16. Provides Information to employees on Harrison County's Deferred Compensation Plan.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Ensure the collection and deposit of payments made for insurance coverage premiums are made and sent to Bookkeeping.
2. Collects fees and makes deposits for employee duplicate and other approved badges; maintains related records.
3. Prepare reports to show the frequency and severity of all insurance claims.
4. Performs physical inspection on all buildings owned by Harrison County and updates property values. This is done on an annual basis.
5. Maintains complete and accurate insurance claim files on all losses for each insurance policy.
6. Works closely with Harrison County Safety and Environmental Officers and the Harrison County Safety Program and makes recommendations on loss prevention and the selection of appropriate techniques to minimize losses.
7. Prepares agenda for Board of Supervisor meetings in regards to insurance matters.
8. Performs general administrative and clerical duties, to include but not limited to: answering phones, photocopying, scanning, faxing, mailing and filing.

9. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES: None.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of the insurance industry.
- Knowledge of public risk management and loss control principles and practices.
- Working knowledge of insurance specification and contracts.
- Knowledge of all related safety procedures.
- Ability to maintain confidential information.
- Ability to analyze proposals to determine the successful bidder.
- Ability to research information.
- Ability to establish and maintain accurate record - keeping systems.
- Ability to communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's Degree in Human Resources Management, Business Administration, Insurance or related field is preferred
- SHRM-CP or SHRM-SCP is preferred
- Three (3) to five (5) years of work experience in human resources, employee benefits, and/or insurance.
- An equivalent combination of education and experience will be considered.

These knowledge, skills, and abilities are usually, although not always, acquired through the graduation from a four-year college/university with major course work in risk management, business administration, insurance or human resource management and (1) year of experience in a related field of employment. Equivalent combinations of education and experience will be considered.

This position is subject to 24-hour call, in case of a disaster event and/or a threat to public safety.

SALARY RANGE: \$50,000.00 - \$60,000.00

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓