

SUMMARY

Handles all aspects of bodily injury claims and property damage claims which includes initial reports to determination of liability and settlement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Communicates with involved parties to compile pertinent claim information.
- Investigates for legal liability based upon state law.
- Determines reserves for bodily injury and property damage claims.
- Negotiates or denies settlements of bodily injury and property damage claims.
- Reviews and evaluates motor vehicle estimates of repairs.
- Attends depositions, mediations, hearings and trials.
- Takes after hours calls relating to accidents, injuries, or other safety-related issues and assigns adjuster.
- Travels as needed.
- Receives and carries out instructions.
- Maintains regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge and proficient use of a computer, computer programs and electronic devices.
- Ability to read, write, talk, see and hear.
- Ability to add, subtract, multiply and divide.
- Ability to lift and or move up to 10 lbs. as required.
- Knowledge of negligence laws in all assigned states.
- Basic knowledge of legal system and litigation process.
- Ability to review and analyze medical information.

EDUCATION AND/OR EXPERIENCE

Bachelor’s degree (B.A.) from four-year college or university; or equivalent combination of education and experience.

I have read and understand the functions of this position as defined above.

Employee/Applicant Signature

Employee/Applicant's Printed Name

Date

This Job Description is intended to describe the general nature and the level of work being performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

