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# Example of Adjuster Job Description

Our company is searching for experienced candidates for the position of adjuster. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for adjuster

* Investigates, reviews, and accepts or rejects moderately complex coverage and other potential coverage
* Controlling claim costs
* May assist junior adjusters
* Documents claim file to meet all company and state regulations
* Documents files and submits final report
* Within designated authority, negotiates with plaintiff attorney as required
* May be used as a technical resource by adjusters
* Reviews and evaluates claim based on evidence obtained in investigation
* Requests medical authorization from injured parties and submits claimant information to ISO database
* Reviews open files on a regular basis and makes contact with insureds, claimants or representatives to determine progress of claim

## Qualifications for adjuster

* Claims System OCPS
* Excellent skills in communication Medical Claims Processing
* Prior PIP claims experience preferred
* Prior PIP claims or insurance experience preferred
* Ability to lift up to 50 lbs., carry 50 lbs., push 100 lbs., pull 75 lbs
* Exposure to noise