Downloaded from <https://www.velvetjobs.com/job-descriptions/auto-appraiser>

# Example of Auto Appraiser Job Description

Our innovative and growing company is looking to fill the role of auto appraiser. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for auto appraiser

* Experience with both field appraisal and inside desk appraisals
* Ability to prepare estimates from photos
* Ability to review and prepare supplements to ensure accuracy and compliance to State Auto Guidelines
* Controls expense by utilizing technical expertise to determine accurate estimate amount and necessity of repair or replace
* Negotiates settlements and issues payment to insured’s and claimants for auto repairs, after reviewing and applying coverage’s, deductibles, and exclusions
* Assesses auto damage using electronic estimating software, prepares damage repair cost estimates and total losses valuations, and photographs damages for documentation
* Negotiates settlements and issues payment to claimants for auto repairs after reviewing and applying coverage’s, deductibles, and exclusions
* Examines first and third party vehicle damage in the field or at drive in locations or at service centers
* Maintains a list of company approved part suppliers and uses these firms whenever possible/applicable to control the cost of repairs and to ensure quality work
* Ensures equitable and fair payment of physical damage losses within authority granted

## Qualifications for auto appraiser

* 5 plus years of auto claims experience and / or auto claims re-inspection experience
* Must be able to provide documentation of clean driving record
* Must have the ability to manage a mobile office including the use of mobile devices – this role will require 90-95% on the road
* Must be licensed to appraise in the state of New York
* Must be available to travel for CAT duty as needed
* Must be licensed to adjust and appraise in the state of Rhode Island