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

# Example of Auto Appraiser Job Description

Our company is hiring for an auto appraiser. 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 auto appraiser

* Ability to manage and maintain a virtual territory with minimal supervision
* Prepare estimates and supplements to ensure accuracy and compliance to State Auto Guidelines
* For claim types that meet the specific criteria as defined by Auto Product guidelines for complete claim handling
* Responsible for determination of actual cash values for total loss vehicles
* Responsible for timely contact and settlement with customers
* Assign Auto Physical Damage claims (CL and PL) to appropriate field appraisers and
* Independents including Mendota and Legacy St Paul claims
* Proactively follow-up on pending appraisals for assignment, upload and/or status
* Contact with and track appraisers throughout the day
* Alerting/assigning them to new assignments in a given territory Balance daily workloads and

## Qualifications for auto appraiser

* Current insurance appraiser/adjuster license or ability to obtain within a designated number or attempts
* Experience using Audatex estimating software
* Familiar with vehicle repairs/processes
* High School Diploma or a General Equivalency Diploma
* High School Diploma/General Equivalency Diploma
* Current IA adjuster license or ability to obtain within a designated number or attempts (if applicable)