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# Example of Auto Claims Job Description

Our company is hiring for an auto claims. 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 claims

* Assists claimants, providers, and clients with problems or questions regarding their claims and/or policies
* Handles rental subrogation claims and negotiates settlements to reducing claims costs
* Examines claim forms, police reports and damage reports to initiate the claims process
* Processes new claims and disseminates the claim if necessary to the insurance carrier
* Maintains records and cross reference tickler files for processing collections and or subrogation
* Processes claim payments
* Monitors and adjusts records in computerized information system for daily status
* Partners with Claims Manager providing support for pending claims in litigation
* Settlement Authority level up to $10,000
* Partners with claims manager on projects and development of procedural and process documentation

## Qualifications for auto claims

* Ability to maintain required levels of performance
* Typically 2-5 years of claims experience or job equivalent experience
* Directs auto, property, and/or physical damage policy and programs through team of Claims Policy Advisors
* Responsible for achievement of assigned goals and objectives
* Plans, organizes, and monitors claims policies and programs to facilitate achievement of performance objectives with Insurance Operations partners
* Provides oversight of claims guidance, monitors performance of implemented programs, identifies trends, and develops action plans as appropriate