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# Example of Claim Adjuster Job Description

Our company is growing rapidly and is looking for a claim adjuster. 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 claim adjuster

* Investigates each claim to obtain relevant facts necessary to determine coverage, causation/ damages, extent of liability/establishment of negligence, damages, contribution potential and exposure with respect to the various coverages provided through prompt contact with appropriate parties
* Reviews and analyzes coverage and applies policy conditions, provisions, exclusions and endorsements, and understands how jurisdictional issues impact the claim
* Is the owning adjuster for all claims assigned, other than those falling outside their scope of authority
* This position is expected to progress to the competency level of a Claims Specialist
* Documenting claims file to comply with company guidelines and state regulation is essential to the position, along with determining what claims should be recommended for subrogation and/or referral to SIU
* Provide exceptional service while investigating, evaluating, and resolving first party medical claims (No Fault - MedPay)
* Communicate with insureds, providers and other parties to determine the facts of the claim
* Determine proper amount payable to claimants
* Negotiates and commits to settlement where appropriate
* Recommend subrogation and/or SIU referral when required

## Qualifications for claim adjuster

* Demonstrated deep understanding and skill related to each phase of the property, commercial, and farm ranch claim handling process
* Ability to obtain adjusters license after employeed
* Position may require longer work hours (some Saturdays and some holidays)
* Be located in or willing to relocate to Omaha NE
* Knowledge of laws, statutes, and claims handling practices in multiple states and passed applicable state licensing requirements preferred (CT, VT, NH, NC, SC, W
* Working towards a professional designation a plus