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# Example of Claims Representative Job Description

Our company is growing rapidly and is looking to fill the role of claims representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for claims representative

* Determines from knowledge and medical information secured whether to submit claim warrants to Second Injury Fund for acceptance
* Reviews workers' claims and conducts investigations to determine if potential for subrogation exists
* Gathers information necessary to support viable subrogation claim
* Notifies appropriate parties of subrogation lien
* Secures recovery from responsible parties
* Prepares various type status reports for clients
* Enters recoveries into the claims management system
* Obtains settlement authority from state funds and negotiates compromise settlements with state funds
* The Claims Adjuster performs a variety of tasks under the direction of the Claims Manager to investigate, evaluate, negotiate and settle claims according to the company standards, the Nevada Innkeepers Statute and applicable insurance coverage
* Communicates and negotiates with a variety of individuals regarding investigation and settlement of claims

## Qualifications for claims representative

* Requires a minimum of one year of customer service related experience
* Must possess excellent computer skills with a working knowledge of Microsoft Office with an emphasis in Word, Excel and Outlook
* Must also possess knowledge of insurance concepts, practices & procedures
* Candidates must be a minimum of 18 years or older
* Must be bondable (criminal background check )
* Ability to collaborate and work in a team environment work independently and make sound decisions