



## **Job Description**

### **Claims Adjuster - SIU Investigator**

#### ***Knowledge:***

- Conducts timely investigations of questionable claims
- Completes background data and relevant fieldwork, analyzes data and develops investigative strategies
- Coordinates and attends Examinations Under Oath
- Prepares and submits detailed investigative reports and make investigative recommendations to relevant departments
- Report suspected fraudulent activity and work with the Dept. of Insurance, Dept. of Insurance Fraud and police authorities by gathering relevant materials to substantiate the case;
- Must reside in Central Florida and be willing to travel within the region

#### ***Skills:***

- Communication, Oral - Ability to communicate effectively with others using the spoken word;
- Communication, Written - Ability to communicate in writing clearly and concisely;
- Detail Oriented - Ability to pay attention to the minute details of a project or task;
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards;
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal;
- Judgment - The ability to formulate a sound decision using the available information;
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.

#### ***Education & Experience:***

- 5-20 Adjuster license a must;
- Liability Claims handling on Homeowners, Auto & GL a must.
- Some college preferred;
- Proficient in MS Excel, Word and PowerPoint experience;
- Minimum of 3 years direct related experience.

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