



Job Description

Claims Adjuster - Subrogation

Responsibilities:

- Read, understand and apply policy forms and endorsements, property damage estimates, expert reports
- Investigate and assess liability, applying technical knowledge and skill to effect fair and prompt resolution of subrogation claims
- Contact or interview insureds, claimants or witnesses to get additional information
- Gather and review evidence to support liability decision to subrogate liable parties /carriers
- Search database to obtain background information on defective products, recalls history, etc.
- Ability to handle arbitration
- Negotiate claim settlements and recommend litigation when settlements cannot be negotiated
- Confer with counsel on claims requiring litigation

Skills:

- Exceptional Interpersonal and communication skills; written and oral
- Initiative and ability to think logically, analytically and critically
- Strong time-management and organization skill
- Ability to multi-task while maintaining accuracy and due diligence in performance
- Strong computer skills with a penchant to adapt easily to learning new software and procedures

Education & Experience:

- Some college strongly preferred
- 3+ years in HO/ CGL/ Property/Auto Subrogation claims
- Compliant Claims Adjuster License required

Physical requirements:

- **Sedentary Work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- **Visual Acuity.** Required to have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing computer terminal, extensive reading.
- **Reaching.** Extending hand(s) and arm(s) in any direction
- **Fingering.** Picking, pinching typing or otherwise working primarily with fingers rather than with whole hands

- **Repetitive Motion.** Substantial movements (motions) of the wrist, hands and/or fingers.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Department: Claims

Reports to: Subrogation Manager

FLSA Status: Exempt

Position Level: Staff