



EMPLOYEE NAME: _____

Revised: 7/86; 8/88; 4/90; 11/91; 9/94; 4/96; 4/01; 7/05; 10/12; 6/16;
6/18; 2/19; 4.23

JOB DESCRIPTION

POSITION TITLE: Senior Claims Adjuster	JOB CODE: 473G
DIVISION: Human Resources	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Support Services	WORKDAYS: Annual Administrative Employee
REPORTS TO: Assistant Director, Risk Management	PAY GRADE: Rank I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Investigates, processes claims, and handles litigation activity of school vehicles and general liability claims involving students, site visitors, and damage to school property.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 3 years of experience in Risk Management or claims processing
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; working knowledge of investigations and litigation activity regarding Risk Management.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Interviews bus drivers, collects witness statements, police reports, and damage repair estimates and authorizes rentals.
3.	Sets up and maintains files for vehicular accidents, student accidents and general liability claims.
4.	Determines point totals for all drivers having preventable accidents, records and maintains driver history in data base.
5.	Interviews claimants, assesses liability, and handles litigation activity working with defense counsel, claimant counsel, and insurance company in assessing claim values.
6.	Handles all claims within guide lines of District self-insurance plan.
7.	Records vehicle, general liability, student, site visitor, and property claims in database.
8.	Composes Preventable Discipline letters to drivers; copies letters & completes file to Transportation administrators.
9.	Corresponds with claimants advising of District policies.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____