**JOB DESCRIPTION**

**POSITION TITLE:** Senior Claims Adjuster  
**JOB CODE:** 473G  
**DIVISION:** Human Resources  
**DEPARTMENT:** Support Services  
**SALARY SCHEDULE:** Professional/Supervisory Support  
**REPORTS TO:** Assistant Director, Risk Management  
**FLSA:** Exempt  
**PAY GRADE:** Rank I (NK09)  
**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 database.
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 guidelines 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.

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Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________