

**SUMMARY**

Investigates, evaluates, determines liability, and effectively settles with adverse parties to recover subrogation claims.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Evaluates new losses, determines if there is a subrogation right, and inputs claims into subrogation system.
- Corresponds with involved parties to compile pertinent claim information and update the claim status.
- Prepares estimates for semi-tractor/trailer damage utilizing photographs and damage descriptions (specifically Freightliner and International tractors and various models of semi-trailers).
- Negotiates with third parties to reach a fair settlement based on evidence presented in the file.
- Interacts with appropriate parties on subrogation issues.
- Coordinates paperwork to assist in recovery of claims.
- Monitors payment status of outstanding claims.
- Evaluates e-mail, fax, and phone requests for additional information and determines what information to provide.
- Utilizes subrogation software systems for claim administration.
- Understands and communicates proof of damages.
- Takes after hour calls relating to accidents, injuries or other safety related issues.
- Receives and carries out instructions.
- Maintains regular and predictable attendance.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of over-the-road truck load carrier business, semi tractor/trailer terminology, and semi tractor/trailer repairs.
- General knowledge and proficient use of a computer and computer programs.
- Ability to read, write, talk and hear.
- Ability to add, subtract, multiply and divide.
- Ability to lift and or move up to 10 lbs. as required.
- Excellent communication skills.
- Good organization and time management skills and the ability to multi-task.
- Basic understanding of negligence law and its application to claims adjudication

**EDUCATION AND/OR EXPERIENCE**

Bachelor’s degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**I have read and understand the functions of this position as defined above.**

\_\_\_\_\_  
**Employee/Applicant Signature**

\_\_\_\_\_  
**Employee/Applicant's Printed Name**

\_\_\_\_\_  
**Date**

This Job Description is intended to describe the general nature and the level of work being performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

