

## Property Office Adjuster

DATE:	February 3, 2012
SALARY:	2224/2780/3335
JOB DESCRIPTION:	Attends various training seminars and courses while participating in the Office Adjuster training program. Also while working with a trainer and eventually independently, will perform the duties of an Office Adjuster I.
TYPICAL WORK CONDITIONS:	Office – Home office. Interacts daily with policyholders and agents, roofers, technicians and company personnel.
EQUIPMENT USED:	PC, printer, telephone, calculator, dictaphone.
KNOWLEDGE/TRAINING:	Knowledge of or ability to learn Homeowner's Policies, Texas Dwelling Policies, Commercial Fire Policies, Texas Business Owner's Policies, TDI rules and regulations and Insurance Law. Obtain an All-Lines or Property & Casualty Adjuster License. Knowledge of basic math skills including algebra and geometry. Report and letter writing skills including good use of grammar, spelling and vocabulary. Knowledge of personal property including electronics, appliances, home furniture, recreational vehicles, jewelry, farm machinery, tools and other specialty items. Knowledge of residential construction including types, quality and prices of materials and trade skills. Knowledge of PC's and ability to use estimating, excel and word processing software. Knowledge of the AS400 Claims Management System to enter claims, issue drafts and maintain notepad. Broad knowledge of claims handling procedures and display a strong aptitude for helping others.
ESSENTIAL TASKS:	Communicate daily via telephone. Analyze and evaluate assignments, investigate and answer coverage questions. Assist Local Chapter Representatives and field staff on coverage issues or pricing information.

**Submit application by February 13, 2012.**