

Casualty Office Adjuster

DATE:	July 3, 2008
SALARY:	2085/2606/3127
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 policy holders and agents, third party claimants, technicians and company personnel.
EQUIPMENT USED:	PC, printer, telephone, calculator, dictaphone, FAX.
KNOWLEDGE/TRAINING:	Ability to learn all Germania written Casualty Lines of Business, TX Dept of Insurance rules, regulations and Insurance law. Obtain Type 17-02 Casualty Adjuster License. Knowledge of basic math skills. Report and letter writing skills including good use of grammar, spelling and vocabulary. Knowledge of PC and ability to use Excel and Word processing software. Ability to learn the AS400 Claims Mgmt System to enter claims, issue drafts and maintain notepad. Display a strong aptitude for helping others.
ESSENTIAL TASKS:	Communicate daily via telephone and written correspondence. Analyze and evaluate assignments, investigates and answer coverage questions. Process claims within the Claims Mgmt System.

Submit application by July 12, 2008.