



**Job Title:** Risk Management Auto Claims Specialist      **Exemption Status/Test:** Exempt  
**Reports to:** Director of Risk Management      **Date Revised:** January 24, 2018  
**Dept. /School:** Risk Management

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**Primary Purpose:**

To investigate and facilitate reporting of fleet accident and other liability claims.

**Qualifications:**

**Education/Certification:**

Bachelor's degree  
Texas Auto Liability Claims Adjuster's License (preferred)  
Valid Texas Driver's License

**Experience:**

Two to five (2-5) years of successful auto claims adjusting experience or other relevant safety experience

**Special Knowledge/Skills:**

Good oral and written communication skills  
Ability to provide safety training  
Excellent interpersonal skills and strong collaborative skills  
Knowledge of State and Federal Law pertaining to DOT Drug testing and Motor Vehicle Law  
Computer skills using Microsoft Office, Word and Excel  
Bilingual Spanish and English (desired but not required)  
Maintain relationships with fleet drivers

**Major Responsibilities and Duties:**

1. Develop, coordinate and/or facilitate safety and risk management training for GISD's vehicle fleet
2. Collect motor vehicle records and information and coordinate claims with insurance companies
3. Investigate vehicle accidents
4. Develop, maintain, and administer GISD's DOT drug policy
5. Investigate and coordinate property and liability claims against GISD

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher, radio communication equipment

**Posture:** Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent prolonged and irregular hours, rotating early and late shift work; work outside and inside

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.