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

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

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.