

AUTOMOTIVE CLAIMS ADJUSTER

Department: Public Works
Classification: Competitive
Specification Number: 3890
Approved: 7/15/24
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma and three (3) years of experience adjusting automobile claims.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid New York State independent adjuster's license at the time of appointment and throughout employment in this title.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title does appraisals and claims adjustments of abandoned cars in the Town. The work is performed independently under the general supervision of an administrator. Does related work as required.

TYPICAL WORK ACTIVITIES

Appraises abandoned automobiles to establish monetary worth prior to towing;
Files appraisals with the proper authorities;
Calls for the vehicles to be towed;
May perform the actual towing of vehicles;
Adjusts all claims of automobile damage or loss;
Serves as an expert witness in litigation actions against the Town concerning abandoned automobiles.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of New York State adjustment procedures, New York State Financial Security Law, Automobile Insurance Plans, and possible liability to the Town; thorough knowledge of vehicle identification, body parts, suspension systems, transmissions, and the cost of repair or replacement of automobiles; ability to compile information and write reports; physical condition commensurate with the demands of the position.