

Position Description

Job title	<i>Appraiser</i>
Reports to	<i>Claims Manager</i>

Position Summary

The Appraiser is responsible for automobile or other vehicle damage appraisals to determine repair costs for insurance claim settlement. Prepares insurance forms to indicate repair cost or cost estimates and recommendations.

Primary Responsibilities

- Receives assigned claims from other Claims Department personnel
- Reviews and confirms coverage
- Verifies the type of loss
- Initiates investigations
- Takes photographs
- Draws diagrams
- Reviews bills and estimates
- Determines depreciation
- Has limited settlement authority
- Other duties as assigned

Minimum Qualifications

- High School diploma or equivalent
- 2+ years of insurance experience
- Strong PC skills including Microsoft Office
- Excellent interpersonal skills
- Strong organizational skills
- Multi-task oriented
- Detail oriented
- Ability to work individually and in a team environment
- Ability to create positive and collaborative working relationships
- Ability to handle pressure
- Excellent written and verbal skills
- Possess a valid Ohio driver's license
- Ability to negotiate settlements
- Established with a high level of technical skills
- Willing and able to travel, work after normal business hours and adjust schedule as may be required by circumstances
- Reliable

Position Description

Working conditions

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Works primarily inside, however, may be required to work outside under certain circumstances.

Physical requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is regularly required to talk or hear over the phone or in a face-to-face conversation. This position will frequently be required to stand, walk, use hand to finger, handle or feel, and reach with hands and arms. This position also requires the ability to lift up to 40 lbs. occasionally.

Direct reports

None

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Equal Employment Opportunity Statement

Wayne Mutual Insurance Company provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status, genetic disposition or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Signatures:

Approved by Management:	
Approved by HR:	
Date:	

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee:	
Date:	