



## **BI/UM Litigation Adjuster Roles & Responsibilities**

### **SUMMARY:**

Evaluates, negotiates and resolves BI litigation claims. Reviews bodily injury suits and works closely with attorneys on claim settlements. Effects settlements within prescribed limits and submits recommendations to supervisor on cases exceeding personal settlement authority.

### **EDUCATION:**

- High school diploma plus a minimum of 5 years of related work experience, preferably with BI litigation claims.
- Associate's or Bachelor's degree preferred.
- 620 or 520 license required.

### **SKILLS & EXPERIENCE:**

- Proficient in Word, Excel, Windows-based applications and internet usage.
- Must be familiar with filing motions, forms, procedures, regulations, coverage's and business processes.
- Must be able to exercise good judgment and state opinions assertively.
- Must be able to write and speak clearly and concisely.
- Must be able to perform work effectively in a highly intense environment and handle multiple tasks and demands simultaneously.
- Must illustrate analytical skills to identify, gather and organize information.
- Must be able to work independently in a team environment.