

Property Claims Specialist

The Colorado School Districts Self Insurance Pool (CSDSIP) seeks a full-time Property Claims Specialist to provide responsive, efficient, and effective claim services consistent with established Claim Services goals, standards, and objectives for member school districts throughout the State of Colorado.

The Property Claims Specialist works under the direction of the Manager of Claims Services to investigate, evaluate, and adjust commercial property claims. The Property Claims Specialist manages a claim load of complex property losses including the evaluation of material damage to facilities, equipment, and autos. Responsibilities, as assigned, may include: evaluating coverage; choosing and assigning experts; working closely with contractors and repair firms throughout the claim life cycle; conducting complex negotiations; recommending repair methodology, settlements; attending cause & origin and structural analysis inspections; and, preparing reports related to high-profile claims activities including excess or reinsurance reporting.

The ideal candidate will be a self-starter, capable of working independently and concurrently managing multiple projects and tasks, be detail-oriented, and provide outstanding customer service. Proficiency in Microsoft Excel, PowerPoint, and Word are required. Prior experience with an estimating software, such as Xactware is required. The candidate must be a clear oral and written communicator, have strong public speaking skills with the ability to present information to team members and leadership; and have excellent time management skills. A background in commercial property adjusting with a minimum of five years experience is required. Public entity experience is preferred.

CSDSIP values teamwork. The Property Claims Specialist should be comfortable collaborating in and across departments and supporting colleagues in providing outstanding customer service across the organization.

This position involves approximately 35% in-state travel with approximately 15% involving overnight stays per year. Candidates must have a clean driving record.

Founded in 1981, CSDSIP provides liability and property insurance and risk management to Colorado school districts, boards of cooperative educational services and charter schools. We are committed to providing superior customer service to our Members. As a Member owned and governed self-insurance pool, we work hard to ensure our products and services inform and empower our Members.

CSDSIP offers a competitive compensation and benefits package for employees, including a generous 401(k) match; participation in the Colorado Public Employees Retirement Association; paid medical, dental, and vision insurance; and a flexible schedule. Office attire is usually casual, and our atmosphere is more relaxed than the typical corporation.

Salary range: \$73,566 to \$91,957



📞 303.722.2600
💻 www.cdsip.org
✉ 6857 South Spruce Street
Centennial, CO 80112

CSDSIP is an equal opportunity employer and does not discriminate based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression.

Submit resume by email to stevea@cdsip.net

Toll-Free: 800.332.3556
FAX: 303.722.7888
🐦📘: @CSDSIP