



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0459

---

**INSURANCE CLAIMS EXAMINER/BUILDING APPRAISER**

GRADE K

**SCOPE OF WORK:**

Work activities involve managing the Fire and Tornado Fund claims processing and the Fire and Tornado Fund appraisal process.

**DUTIES PERFORMED:**

- Determine if claim is to be processed in-house; refer to contracted claim adjusting service provider if claim cannot be processed in-house; provide assistance to policyholders.
- Determine type of investigation required; complete claims investigation and determine if loss is covered; identify resources required to repair or replace loss.
- Verify that bids/estimates are fair and equitable based on availability of service, complexity of work, and level of expertise required.
- Verify that contractors hired have the expertise to perform the work and a valid state operation license, liability coverage, and workers' compensation coverage.
- Authorize claim payments.
- Negotiate fees/labor rates; validate completed work and invoices; review and approve adjuster reports; approve final payments to contracted claims adjusting service providers, qualified contractors and vendors, architects, engineers, etc.
- Review building data or specifications on building application provided by policyholder.
- Audit and validate all appraisals completed by staff.
- Document all relevant claims activity in the claim file and complete all required reports.
- Inspect interior and exterior of building for maintenance and future loss mitigation when adjusting building for claims filed, or when new coverage has been requested, and as requested by administrator.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in Industrial Arts or a closely related field; plus either two years of insurance adjusting experience or three years of relevant experience in the building trades area.

CLASS CODE: 0459

ND Class Description  
Insurance Claims Examiner/Building Appraiser

---

Eff. Date: 4/02

Rev: 7/12 – Conversion to Hay System