

INSURANCE UNDERWRITER

Nature of Work: Under general supervision, incumbent reviews, evaluates, and recommends coverages and prices of insurance purchased by the Board of Risk and Insurance Management. Incumbent evaluates and prices insurance for new entities applying for entry to the program. Incumbent responds to inquiries from state agencies and public entities regarding type and cost of insurance coverage provided by the Board.

Examples of Work

Reviews, evaluates and recommends coverages and prices of insurance purchased by the Board of Risk and Insurance Management.

Evaluates and prices insurance for new entities applying for entry to the program.

Responds to inquiries from state agencies and public entities regarding types and costs of insurance coverage provided by the Board.

Issues certificates of insurance.

Assists with developing rating plans for the public entities program.

Assists with the development of new insurance programs assigned to the board.

May enter underwriting data in computer program.

May perform other related duties, as assigned.

Knowledge, Skills and Abilities

Knowledge of various insurance coverages, pricing methods, and procedures.

Knowledge of the insurance underwriting process.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a major in business administration, economics, finance, insurance or related field.

Substitution: Experience as described below may substitute for the required training on a year-for-year basis.

Experience: Five years of full or equivalent part-time paid experience as a licensed insurance agent.

Substitution: Registration as a Certified Professional Underwriter may be substituted for one year of experience.

Established: 9/19/90
 Revised: 7/3/91
 Effective: 7/3/91