

DATE: DECEMBER 22, 2010  
INS110024  
PAGE: 1

MARKET CONDUCT EXAMINER 1  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE  
INSURANCE COMMISSION  
MARKET CONDUCT, INSURANCE COMMISSION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION AND IN AN ENTRY LEVEL POSITION, SUCCESSFULL CANDIDATE WILL BE EXPECTED TO PARTICIPATE AS A MEMBER OF AN ON-SITE EXAMINATION TEAM IN DETERMINING COMPLIANCE OF INSURANCE COMPANIES, BROKERS, AGENTS, INSURANCE AGENCIES, THIRD PARTY ADMINISTRATORS AND OTHER REGULATED ENTITIES WITH APPLICABLE STATE LAWS, RULES, REGULATIONS AND/OR DIRECTIVES OF THE OFFICES INSURANCE COMMISSIONER (OIC). INCUMBENT WILL BE EXPECTED, AS KNOWLEDGE OF JOB SPECIFICS IS ACQUIRED, TO OBTAIN AN ACCREDITED INSURANCE (AIE) DESIGNATION WITHIN A SPECIFIED TIME PERIOD. DUTIES WILL INCLUDE BUT ARE NOT LIMITED TO: REVIEW OF POLICY FORM FILINGS, ADVERTISEMENT PRACTICES, AGENT PRACTICES; AUDIT COMPANY AND PRODUCER COMPLAINT RECORDS AND POLICY RATES; PREPARE REPORTS AND SUMMARIES OF INVESTIGATIONS AND EXAMINATIONS; SUBMIT RECOMMENDATIONS FOR FURTHER INVESTIGATION AND/OR FOLLOW-UP; INFORM SUPERVISOR OF FINDINGS OF NON-COMPLIANCE AND MAKE RECOMMENDATIONS AS TO APPROPRIATE CORRECTIVE ACTIONS; AND REQUEST SUBPOENAS WHEN APPROPRIATE. MUST HAVE ABILITY TO DRAW ACCURATE CONCLUSIONS FROM REVIEW AND EXAMINATION OF DATA. MUST BE ABLE TO CONVEY FINDINGS CLEARLY AND CONCISLEY. MAY BE CALLED ON TO TESTIFY IN ADMINISTRATIVE OR CIRCUIT COURT HEARINGS. MUST BE ABLE TO ESTABLISH AND MAINTAIN GOOD WORKING RELATIIONSHIPS WITH OIC STAFF, INDUSTRY REPRESENTATIVES AND THE GENERAL PUBLIC. EXCELLENT COMMUNICATION SKILLS, BOTH ORAL AND WRITTEN, ARE REQUIRED AS WELL AS GOOD COMPUTER SKILLS. TRAVEL IN-AND-OUT OF STATE IS REQUIRED WITH POSSIBLE OVERNIGHT STAYS. PERFORMS OTHER DUIES AS REQUIRED OR ASSIGNED.

DATE: DECEMBER 22, 2010  
INS110024  
PAGE: 2

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. SUBSTITUTION: AN INSURANCE CERTIFICATION OF CHARTERED PROPERTY CASUALTY UNDERWRITER (CPCU), CHARTERED LIFE UNDERWRITER (CLU), OR FELLOW LIFE MANAGEMENT INSTITUTE (FLMI) OR EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS. EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS AN INSURANCE AGENT, BROKER, EXAMINER, ADJUSTER, UNDERWRITER, PREMIUM AUDITOR OR INVESTIGATOR WITH AN INSURANCE COMPANY OR INSURANCE REGULATORY AGENCY IN THE AREAS OF LIFE, ACCIDENT AND HEALTH, OR PROPERTY AND CASUALTY.

SALARY: PAY GRADE 018 \$37,140.00 - \$68,712.00

DEADLINE: DECEMBER 31, 2010

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
CAMMIE WHEELER  
PO BOX 50540  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS110024 ON APPLICATION