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, SUCCESSFUL CANDIDATE PARTICIPATES 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 OF THE INSURANCE COMMISSIONER (OIC). INCUMBENT WILL BE EXPECTED, AS KNOWLEDGE OF JOB SPECIFIES 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 LISTINGS, COMPLAINTS AND CLAIMS ADMINISTRATION PRACTICES; AUDIT COMPANY AND PRODUCER RECORDS AND FILES; REVIEW INSURER 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 REIVEW AND EXAMINATION OF DATA. MUST BE ABLE TO CONVEY FINDINGS CLEARLY AND CONCISELY. MAY BE CALLED ON TO TESTIFY IN ADMINISTRATIVE OR CIRCUIT COURT HEARINGS. MUST BE ABLE TO ESTABLISH AND MAINTAIN GOOD WORKING RELATIONSHIPS WITH OIC STAFF, INDUSTRY REPRESENTATIVES AND THE GENERAL PUBLIC. EXCELLENT COMMUNICATION SKILLS, BOTH ORAL AND WRITTEN, ARE REQURIED AS WELL AS GOOD COMPUTER SKILLS. TRAVEL IN-AND-OUT OF STATE IS REQUIRED WITH POSSIBLE OVERNIGHT STAYS. PERFORMS OTHER

DUTIES AS ASSIGNED OR REQUIRED.

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: JANUARY 25, 2011

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

PLEASE INCLUDE POSTING NUMBER INS110029 ON APPLICATION