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INSUR POLICY & RATE ANAL 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
RATES & FORMS
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, WILL REVIEW AND ANALYZE PROPERTY AND CASUALTY RATE, RULE AND FORM FILINGS. MUST REVIEW FILINGS TO DETERMINE COMPLIANCE WITH WV CODE, REGULATIONS AND GUIDELINES. IF FILINGS ARE NOT IN COMPLIANCE, MUST WORK WITH CARRIER TO RESOLVE ISSUES BEFORE FINAL DISPOSITION. CORRESPOND WITH INSURANCE REPRESENTATIVES, RATING ORGANIZATIONS AND OTHER INDUSTRY PROFESSIONALS ON INSURANCE ISSUES. ANALYZE AND PREPARE REPORTS FOR INTERNAL AND EXTERNAL USERS. MUST HAVE KNOWLEDGE OF WV CODE REGULATIONS, GUIDELINES, ACTUARIAL REPORTS AND PROPERTY AND CASUALTY PRODUCTS (INCLUDING BUT NOT LIMITED TO HOMEOWNERS, PERSONAL, AUTO, COMMERCIAL, MEDICAL LIABILITY, WORKERS' COMPENSATION, GENERAL LIABILITY AND CREDIT). MUST HAVE STRONG WRITTEN AND VERBAL COMMUNICATION SKILLS. MUST HAVE STRONG COMPUTER AND MATH SKILLS. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH EXPERIENCE IN RATE, RULE AND FORM FILINGS. KNOWLEDGE OF WV CODE, REGULATIONS, GUIDELINES, AND PROPERTY AND CASUALTY PRODUCTS.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
OR
DESIGNATION AS A CHARTERED LIFE UNDERWRITER (CLU), CHARTERED PROPERTY AND CASUALTY UNDERWRITER (CPCU), CHARTERED FINANCIAL CONSULTANT (CHFC) OR FELLOW OF THE LIFE MANAGEMENT INSTITUTE (FLMI).
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT AS AN INSURANCE AGENT, BROKER, POLICY EXAMINER, RATE

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ANALYST, ADJUSTER OR INVESTIGATOR WITH AN
INSURANCE COMPANY OR GOVERNMENTAL INSURANCE
REGULATORY AGENCY IN THE AREAS OF LIFE, PROPERTY
AND CASUALTY OR ACCIDENT AND HEALTH OR IN A
TECHNICAL CAPACITY IN AN INSURANCE REGULATORY
AGENCY.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: NOVEMBER 01, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS140011 ON APPLICATION