



Insurance Specialist I

Salary Group: B14

Class Code: 2842

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
INSURANCE SPECIALIST I	2842	B14	\$31,144 - \$49,134
INSURANCE SPECIALIST II	2843	B16	\$34,918 - \$55,130
INSURANCE SPECIALIST III	2844	B18	\$39,521 - \$64,449
INSURANCE SPECIALIST IV	2845	B20	\$45,158 - \$73,788

GENERAL DESCRIPTION

Performs entry-level insurance inspection or investigation work. Work involves assisting in inspecting work sites, auditing forms and coverage documents for accuracy and completeness, and investigating possible violations of the Texas Insurance Code. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Determines whether claims are justified, approves or denies the payment of claims, and calculates amounts due on claims.

Consults with insurance agents and company representatives on classification and rate matters.

Audits insurance forms, tax reports, reserve valuations, workers' compensation policies and endorsements for completeness; and communicates areas of concern to companies.

Analyzes insurance policy advertisements, solicitations, and tables of values to determine statutory compliance.

Reviews corporate documents and annual statements, computes unearned premiums on policies, and calculates refunds and company premiums due.

Provides advice on licensing procedures, researching rules and regulations as needed.

Prepares reports and compiles and maintains records and claim and complaint files.

Furnishes insurance rates, disseminates information on experience rate modifications, and computes unearned premiums on policies.

Assists in conducting investigations of possible violations of the Texas Insurance Code and agency regulations, and assists in preparing reports of findings.

Assists in inspecting work sites for insurance risks.

Assists in researching subscriber files for comparable risks.

Assists in interpreting insurance rules and regulations.

Assists in contacting contract suppliers to adjust services.

Assists in examining and verifying ratings and premium adjustments.

May process and issue licenses.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in insurance work, health care, regulatory, legal, or plan administration. Graduation from an accredited four-year college or university with major coursework in insurance, finance, mathematics, business administration, or accounting is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of insurance principles and practices; and the laws and statutes regarding insurance rates and rate modification, workers' compensation, licensing, taxation, and reserve analysis.

Skill in the use of office equipment.

Ability to comprehend tax forms and reports, to determine compliance with regulatory rules and statutes, to conduct inspections and investigations, to inspect buildings and identify building hazard risks, to prepare concise reports, to understand and apply mathematical formulas, and to communicate effectively.