



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## INSURANCE UNDERWRITER

Job Number: 20000879

Job Code: 35160V151016

Job Group: 3500 - INSURANCE REGULATION

Job Established: 09/16/1988

Job Revised: 10/16/2015

Grade: 11	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$13,581-\$17,990 - Hourly	NONE
	\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary	NONE
	\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs underwriting and insurance placement functions of the State Risk and Insurance Services Division on a statewide basis. May coordinate the work of other office staff; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Must have two years of college.

#### **EXPERIENCE:**

Must have two years of technical or professional experience in the insurance industry or in an entity with the primary responsibility of regulating the insurance industry.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional education in insurance will substitute for the experience on a year for year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs underwriting and placement transactions for the State Risk and Insurance Services Division. Rates all state properties for coverage through the State Fire and Tornado Insurance Fund (per KRS 56.080). Places in effect amounts of insurance arrived at by the division's appraisers as agreed to by the state agencies. Maintains detailed records and compiles and prepares reports on activities of State Risk programs. Coordinates and assigns work to clerical support employees. Administers, interprets, enforces, and recommends all changes in state risk and insurance services. Provides technical assistance and corresponds with state agencies regarding insurance coverage within established risk programs.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Minimal travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*