

**CLASS TITLE: LICENSING COORDINATOR  
(INSURANCE PROCEDURES,  
APPRAISERS AND ADJUSTERS)**

**Class Code: 02623700  
Pay Grade: 28A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the daily operation of a statewide program designed to implement the regulation, licensing and supervision of insurance producers, adjusters and appraisers; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with wide latitude for the exercise of initiative and independent judgement.

**SUPERVISION EXERCISED:** As required, may plan, supervise, and/or review the work of personnel assigned to assist in various regulatory processes.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the daily operation of a statewide program designed to implement the regulation, licensing and supervision of insurance producers, adjusters and appraisers.

To supervise and participate in inspection to insure conformance with existing laws, rules and regulations.

To be responsible for designing forms and developing procedures for implementing laws related to the regulation of assigned industries.

To send out and review license applications to assure that applicants possess the proper qualifications, that forms are properly completed, that the proper fee has been paid and proper bond has been posted.

To prepare written reports and conduct inspections and investigations as necessary.

To answer all questions from the general public concerning matters of licensing of insurance producers, adjusters and appraisers; to resolve consumer complaints regarding these licensees; to maintain records and prepare reports of same; and to make recommendations concerning laws, regulations, insurance producers, adjusters and appraisers, policies and procedures.

To draft rules and regulations in support of the laws governing insurance producers, adjusters and appraisers and to recommend amendments to regulations and laws as necessary.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the laws, rules and regulations concerning the regulation, licensing, and supervision of insurance licensees; the ability to draft rules and regulations, design forms and develop procedures for implementing such laws; the ability to make recommendations concerning changes in procedures and amendments to laws when required; the ability to disseminate public relations material; the ability to establish and maintain effective working relationships with officials, subordinates, industry personnel and the general public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may be gained through: graduation from a college of recognized standing with the minimum of an Associate Degree in Business Administration and/or concentration in law.

Experience: Such as may have been gained through: employment in a responsible position involving or related to the field of insurance in a legal or regulatory environment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 19, 1999

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