

CLASS TITLE: MARKET CONDUCT EXAMINER

Class Code: 02620400

Pay Grade: 24A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist an examiner of higher rank by performing routine tasks incidental to the conduct of local or zone types of market conduct examinations including the four key market conduct areas which are (1) sales and advertising; (2) underwriting; (3) rating; (4) claims handling of insurance companies, fraternal beneficiary societies, hospital, surgical and dental service corporations, licensed agents, rating organizations and other related licensees for the purpose of evaluating compliance with statutes and regulations relating to market conduct practices; and to do related work as required.

SUPERVISION RECEIVED: Instructions are given in detail at the beginning of each assignment; work is given close supervision while in process and is carefully reviewed upon completion.

SUPERVISION EXERCISED: Usually none; as assigned may supervise the work of clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist an examiner of higher rank by performing routine tasks incidental to the conduct of local or zone types of market conduct examinations of insurance companies, fraternal beneficiary societies, hospital, surgical and dental service corporations, licensed agents, rating organizations and other related licensees for the purpose of ascertaining compliance with state laws.

To assist in the examination and verification of compliance with the state law in market conduct areas including but not limited to (1) sales and advertising; (2) underwriting; (3) rating; (4) claims.

To assist in the preparation of reports based upon examination of the records of insurance companies and fraternal beneficiary societies, hospital, surgical and dental service corporations, licensed agents, rating organizations and other related licensees.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of examination principles and methods applicable in performing routine tasks incidental to the market conduct examination of insurance companies, fraternal beneficiary societies, hospital, surgical and dental service corporations, licensed agents, rating organizations and other related licensees to verify compliance with statutes and regulations relating to market conduct practices in their dealings with policyholders and claimants in this jurisdiction; the ability to carry out written and oral instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a bachelor degree in business administration and/or possession of one or more of the following designations: Accredited Insurance Examiner, Certified Insurance Examiner, Chartered Property Casualty Underwriter, Chartered Life Underwriter, or Fellow of the Life Management Institute.

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

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