

Job #	UW05	Job Title:	Underwriter
Department:	Underwriting	Reports To:	Underwriting Manager
Position Type:	Non-exempt		

While no Job Description can possibly include all duties that may be required by the Association, the following is a summary of the primary responsibilities of the position.

POSITION SUMMARY

The Underwriter is an individual who evaluates submitted risks to determine if coverage can be offered. He/she handles complex transactions including the review of renewal referrals to ensure rating accuracy and handles all Commercial and Business owners (BOP) submissions. This person assures that risks meet the FAIR Plan's eligibility and underwriting requirements by continuous adherence to established underwriting standards.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Applies knowledge of insurance principles and coverages.
- Applies available underwriting tools to guard against adverse risks.
- Identifies, evaluates, and makes underwriting decisions according to FAIR Plan underwriting guidelines and program eligibility but often performs more complex tasks because of experience/knowledge.
- Reviews new business applications for eligibility and completeness and declines applications that do not meet FAIR Plan underwriting requirements.
- Reviews, evaluates, and monitors inspection reports for compliance and loss prevention (including all Commercial and BOP inspections).
- Performs appropriate classification and rate changes upon notification of exposure changes.
- Handles all Commercial and BOP transactions and serves as a resource for determining eligibility.
- Handles endorsement referrals and general underwriting correspondence including initial research on Department of Insurance Request for Assistance letters.
- Handles renewal referrals from Operations to ensure correct rating.
- Handles referrals from other departments.
- Serves as an advisor to Underwriting Assistants and provides assistance and training to others
- Performs other duties as assigned by the Underwriting or the Vice President of Underwriting.
- Adheres to Federal and State laws and regulation.
- Any other duties needed to help fulfill the Associations Mission, abide by the Association's Values and fulfill the Association's Strategic Objectives

KNOWLEDGE AND SKILLS REQUIREMENTS

The individual must meet the following requirements:

- Bachelor's Degree preferred.
- Knowledge of Property products and coverages and the Principles of Insurance.
- Strong verbal and written communication skills.
- Attention to detail and accuracy.
- Proven decision-making skills with minimal direction.
- Proficient with Computers and Microsoft Office suite.