

Job # OP07		Status:	Non-exempt
Job Title:	Data Entry Clerk	Reports To:	General Operations Manger
Department:	Operations	Position Type:	Full time

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 Data Entry Clerk is an individual who screens incoming new business application and endorsement requests to determine eligibility and approves or declines the requests using pre-determined screening parameters.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Screen new business applications for accuracy and completion along multiple lines of business (Dwelling, Commercial, and California Earthquake Authority (CEA)).
- Enters or declines applications based on screening parameters.
- This person also completes the basic data entry for new Business owners (BOP) applications and refers them to Underwriting to determine eligibility and Class Code assignment.
- Assigns appropriate rate code for Commercial quotations
- Issues BOP quotations based on instructions from Underwriting.
- Issues new business policies and orders inspections for all lines of business that are not auto-issued or auto-ordered by the System.
- Reviews any correspondence submitted with the Quotation payment and assigns an effective date for the policy.
- Screens and/or issues money endorsements, non-money endorsements, cancellation requests, non-renewals and reinstatements for all lines of business.
- Approves or declines any of these transactions based on pre-determined screening parameters and completes any needed data entry.
- When necessary, refers any items to Underwriting for review.
- Processes Evidence of Insurance requests for both new business and endorsements.
- Handles the review and issuance of Dwelling and Commercial manual renewals.
- Reviews the rating variables on renewals to ensure correct rating.
- Prints the inspection report listings, processes incoming CEA inspections to the system and gives to underwriting for review.
- Reviews the nightly cycle print to make sure it is complete and accurate.
- Performs additional duties or special projects as assigned.
- Adhere 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:

- Exercise occasional decision making and judgment.
- Demonstrate good interpersonal skills.
- Perform tasks with occasional supervision.
- Pay attention to details and follow guidelines.
- Have a solid understanding of rules and procedures for the processing of incoming requests.
- High School diploma and computer skills required.