

Job # UW07		Status:	Non-exempt
Job Title:	Underwriting Assistant	Reports To:	Underwriting Manager
Department:	Underwriting	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 Underwriting Assistant is an individual who must apply basic underwriting skills to assure that new business applications, endorsement requests, and inspections meet program criteria and underwriting requirements. He/she performs duties within the underwriting rules and procedures established by Underwriting Management.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Reviews new business applications for eligibility and completeness and declines applications that do not meet FAIR Plan underwriting requirements.
- Applies available underwriting tools to guard against adverse risks.
- Makes underwriting decisions according to the FAIR Plan's underwriting rules.
- Assists Underwriters in review of endorsement referrals, inspections and other underwriting correspondence.
- Handles referrals from other departments.
- Performs supportive office functions relevant to underwriting operations.
- Researches and resolves daily problems.
- Applies knowledge of insurance principles and coverages.
- Performs other duties as assigned by the Underwriting Manager or The Vice President of Underwriting and Product Management.
- 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

- Possess good verbal and written communication skills.
- Demonstrate good interpersonal skills (both internally and externally) and work well in a team environment.
- Perform repetitive and slightly complicated tasks.
- Exercise good decision-making and judgment.
- Perform tasks with minimal supervision.
- Pays attention to details and follow guidelines.
- FAIR Plan experience a plus.
- Prior insurance experience and coverage knowledge preferred.
- High school diploma and basic computer skills required.