



EXAMINATION OPEN TO THE PUBLIC

INSURANCE EXAMINER

**ANNUAL \$61,373
SALARY: \$79,424**

**SALARY
GROUP: AR 22**

**APPLICATION CLOSING
DATE: APRIL 23, 2015**

**EXAM
NO: 150350OCMATT**

PURPOSE OF CLASS: In the Insurance Department, this class is accountable for performing a full range of tasks related to the regulation of insurance policy forms and rates, examination of insurance company market and/or business practices or investigation and mediation of disputes between claimants and/or consumers and insurance companies or analysis of financial statements and related records.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY APRIL 23, 2015.

GENERAL EXPERIENCE: Six years of experience in one or more of the following areas: claims, claims adjusting, sales, underwriting, contract development, actuarial work or agency services within the insurance industry OR governmental regulation of the insurance industry OR governmental examination of financial condition of insurance companies.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the paraprofessional level. Paraprofessional experience will be interpreted as work requiring the exercise of some independent judgment in the application of basic principles and practices of claims, claims adjusting, sales, underwriting, contract development, actuarial work or agency services within the insurance industry or in governmental regulation of the insurance industry.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in insurance, business administration, economics or a closely related field may be substituted for an additional year of the General Experience. (3) A Certified Life Underwriter (CLU) or Certified Property and Casualty Underwriter (CPCU) designation may be substituted for the Special Experience requirements.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of and ability to interpret insurance licensee laws, regulations and guidelines; knowledge of accounting and auditing principles and practices; knowledge of business practices and operational procedures of insurance licensees; knowledge of policy contracts and forms; knowledge of methods and procedures for conducting investigations and examinations; some knowledge of insurance rates and rating procedures; some knowledge of contract and property law; interpersonal skills; oral and written communication skills; ability to calculate complex mathematical formulas; ability to utilize computer software.

**THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)**

**PART
WRITTEN** **WEIGHT
100%**

**THE EXAMINATION WILL BE HELD ON: TUESDAY, JUNE 16, 2015
(Reserve the day as the exam may be scheduled in the morning or afternoon.)**

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by April 23, 2015. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.