



APPLY ONLINE AT:



www.sdao.com

Date Posted: 1/4/2022

Position Closes: 1/25/2022

How to Apply:



If you are interested in applying for the position of Underwriter, please provide the following by closing date of January 25, 2022 by 5pm.

Please send your application packet to hr@sdao.com.

- A current resume
- A cover letter that clearly outlines how your education, skills, abilities and experience meet or exceed the minimum qualifications and essential functions of the position of Underwriter.
- A completed SDAO employment application
- Completed supplemental questions

About SDAO:

Special Districts Association of Oregon was formed in 1979 to give special districts a stronger and united voice at the Oregon Legislature. SDAO provides advocacy with state administrative agencies and other units of government, training, information resources, and other support programs. Membership has grown to over 900 local government members.

Underwriter

For more information and a full job description, visit <https://bit.ly/3HBAydf>

Special Districts Association of Oregon believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to only the work identified. It is expected that each employee will offer his/her services wherever and whenever necessary to ensure the success of SDAO.

General Position Summary:

The Underwriter assists with all aspects of underwriting the SDIS property, casualty and worker's compensation programs and other contracted insurance programs; includes reviewing and evaluation rates.

The Essentials

- Review and approve or reject proposed coverage additions, deletions and changes to buildings, autos, equipment, and other exposures submitted by members or their agents.
- Make coverage decisions based on Risk Management, Claim Departments, agent's and member's assessments or recommendations.
- Assist with pricing, renewal, and deductible decisions for each member of SDIS and other contracted insurance programs.
- Calculate workers' compensation and property/casualty experience modification factors.
- Administer SDIS's Longevity Credit and Rate Lock Guarantee program to develop productive relationships with members in support of their loyalty and good loss ratio.
- Responsible for creating and approving all new quotes sent to prospective members of SDIS and PACE.
- Learn, develop, and apply a clear understanding of all coverage sections offered by SDIS/PACE and communicate those effectively and clearly to membership and independent insurance agents.
- Implement any approved coverage changes for the membership and communicate changes effectively, ensuring correct documentation is distributed and collected within any deadlines.
- Respond to any questions regarding interpretation of insurance coverage from members and independent insurance agents.
- Upload all necessary renewal update materials and documents to Insurance Site Portal.
- Communicate regularly with independent insurance agents to explain coverage and pricing issues, offer optional quotes for pricing.

Underwriter

- Create broadcast communications and trainings including newsletters, webinars and in-person training regarding Underwriting activities and topics and coverage issues.
- Work with the Risk and Claims Management Department in responding to insurance coverage related inquiries and to assist in identifying unacceptable risk; Identify unacceptable risks and address them with coverage restrictions Example: removing coverage, writing exclusions for a specific risk, lowering values on valuations.
- Develop and maintain an underwriting manual for SDAO and other contracted insurance programs.
- On an annual basis, identify any coverage changes that need to be made for members; this is completed by an annual review of coverage reports, claims and loss; work in concert with the Insurance Services Committee to discuss changes to resolution.
- Assist with policy changes, updates, additions, deletions regarding insurance products.



Specific Job Ability:

- Must have, or be able to obtain, a thorough knowledge and understanding of SDAO and its services and the membership associates.
- Must have, or be able to obtain, a strong working knowledge of the various software that SDAO and each department utilizes.
- Must have excellent customer services skills.
- Must be able to work for a large diverse audience with differing demands, needs and personalities.
- Must have excellent communication skills both verbally and in writing.
- Must be present at reception desk during office hours; must be able to maintain a set schedule with limited flexibility.

Supervisory Responsibility:

None



Education, Experience, and Certification/Licensure:

Required

- High school diploma or equivalent OR an equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job

Desired/Preferred

- Associates or Bachelor's degree in related field
- Previous experience as an underwriter, producer, actuary, risk manager, accountant or analyst in an insurance company or self-insured pool
- Insurance agents license
- Certified Insurance Service Representative (CISR)



Do you think you would be a good fit for this position?

If so, please visit <https://bit.ly/3HBAydf> for more information and the full job description.