

## Job Description

**Job Title** INSURANCE LICENSING SPECIALIST

**Job ID** 6104

**Date Opened** 01/29/2019

**Date Closed** 02/27/2019

**Location** 1050 1st Street, NE

**Full/Part Time** Full-Time

**Type of Appointment** Career Service - Reg Appt

**Regular/Temporary** Regular

**Agency** SR

Insurance, Securities and Bank

**Area of Consideration** Open to Public

**Grade** 11

**Bargaining Unit** 1\_2

Compensation Unit 1 & 2

**Minimum Range** \$64,603.000000

**Maximum Range** \$83,287.000000

**Target Openings** 1

**Available Openings** 1

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[Return to Previous Page](#)

[Switch to Internal View](#)

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### General Job Information

## **JOB SUMMARY**

This position is located in the Department of Insurance, Securities, and Banking, Insurance Bureau, Consumer and Professional Services Division, Professional Services Branch.

## **DUTIES AND RESPONSIBILITIES**

Processes and coordinates the Branch's professional licensing function, ensuring the accuracy, timeliness and feasibility of a variety of documents required to expedite the process. Evaluates forms and schedules proposed for use by Premium Finance companies to determine whether they meet statutory and regulatory guidelines.

Maintains the database of applicants and licensees including essential elements of data. Prepares periodic reports of licensing activity, regulatory and legal actions. Communicates regulatory actions taken by the District of Columbia Department of Insurance and Securities Regulation to the National Association of Insurance Commissioners {NAIC) for nationwide dissemination to other jurisdictions.

May be required to testify at administrative hearing or in court on professional licensing matters.

Processes electronic transactions between National Insurance Producer Registry (NIPR) and reconciles discrepancies between NIPR and DISB.

## **QUALIFICATIONS AND EDUCATION**

Applicant must have at least one (1) year of specialized experience equivalent to the grade level of CS-9. Specialized experience is experience which is directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Ability to effectively communicate with other both orally and in writing to Interpret and explain technical licensing information and/or present factual data for decision making.

Considerable inter-personal skills are required to elicit factual data to support adverse professional licensing recommendations.

The work requires refinement of methods and techniques to address unusual licensing situations.

## **LICENSE AND CERTIFICATION**

None

## **WORKING CONDITIONS/ ENVIRONMENT**

Work is primarily sedentary.

The work is performed in an office setting.

## **PROMOTION POTENTIAL**

Grade 12

## **OTHER SIGNIFICANT FACTS**

This position is cover under a collective bargaining agreement.

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations.