



DC Government Career Opportunities

Job Title: Insurance Licensing Specialist
Requisition Number: JO-1607-5987
Grade: 12
Salary Range: \$73,867.00 - \$94,504.00
Promotion Potential: No
Agency: Insurance, Securities and Bank
Location: 810 1st St NE
Area of Consideration: Open to the Public
Opening/Closing Date: 7/21/2016 - 8/4/2016

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Job Summary

Introduction

This position is located in the Licensing and Compliance Division, of the Risk Finance Bureau, Department of Insurance, Securities and Banking.

Duties and Responsibilities

The incumbent serves as an Insurance Licensing Specialist (Captive) performing a variety of administrative and technical tasks required in the licensing, renewal function and monitoring of captive insurance companies, certified capital companies (CAPCO) programs, risk retention groups, and other risk finance entities in the District of Columbia.

Processes and coordinates captive insurance licensing, ensuring the accuracy, timeliness and feasibility of a variety of documents required to expedite the process. Evaluates and forms schedules proposed for use by Captive Insurance Companies to determine whether they meet statutory and regulatory guidelines.

Assist modifying and/or formulating procedures regarding captive insurance license applications processing and issuance of certifications to it. Assist in designing various forms and form letters utilized in the initial and renewal licensing processes. Prepare a variety of correspondence and responds to personal and telephone inquiries regarding statutory and policy of the licensing process requirements.

Reviews applications for the registration of Risk Retention Groups and Purchasing Group for compliance with the Liability Risk Retention Act of 1986. Coordinates such registrations, as required, to expedite the process. Provides certification of compliance with the relevant statutes for various categories of licensure to other state insurance departments, licensees and other interested parties.

Disseminates information concerning new insurance laws and the Department's policies toward the industry attorneys and Captive Insurance licensees.

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, Securities and Banking to the National Associate of Insurance Commissioners (NAIC) for nationwide dissemination.

May be required to testify at administrative hearings or in court on captive licensing matters.

Performs other related duties as assigned.

Qualifications**Knowledge required for the Position**

Knowledge of insurance licensing laws, regulations, policies and objectives of the Compliance and Licensing Division to effectively complete a variety of captive licensing work assignments.

Knowledge and skill in applying analytical and evaluative methods and techniques to various issues incident to the licensing of applicants engaged in captive insurance in the District of Columbia.

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

Considerable interpersonal skills are required to elicit or extract factual data to support adverse captive insurance recommendations.

Supervisory Controls

The incumbent works under the general supervision of the Director of the Licensing and Compliance Division who makes assignments by defining objectives, priorities and assist the incumbent with unusual or sensitive licensing situations that do not have clear precedents.

The incumbent plans and carries out the successive license process steps, coordinating work activities internally and externally. Discusses controversial licensing issues with the supervisor.

Completed work is evaluated for technical soundness and compliance with established policies. The methods used in completing work assignments are not usually reviewed.

Physical Demands

Work is primarily sedentary.

Work Environment

The work is performed in an office setting.

OTHER SIGNIFICANT FACTS**Education and Experience**

Applicants must have at least one (1) year of specialized experience equivalent to the CS-11 grade level, or its non-District equivalent. Specialized experience is experience which is in or 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. Examples of specialized experience may include: performing a variety of administrative and technical tasks required to complete licensing and renewal functions, and monitoring of captive insurance companies, CAPCO programs, risk retention groups, etc.; management of licensing and renewal data and creation of related reports; experience involving the modification/formulation of procedures regarding captive or other insurance license application processing/certification processes; and/or similar and related work experience or an equivalent combination of education and experience.

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