Minimum Qualification Specifications
for the Classes:

INSURANCE EXAMINER I, II, III

Basic Education/Experience Requirements

Possession of a bachelor's degree from an accredited college or university with at least twelve (I2) semester credit hours in accounting and/or auditing subjects.

Excess work experience as described below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis for the required education except for the coursework in accounting and/or auditing. To be acceptable, the experience must have been of such scope, level and quality as to ensure the possession of comparable knowledge, skills and abilities.

The education or substitutable experience background must demonstrate the ability to write clearly and comprehensively such materials as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the paragraphs below and in the amounts shown on the following table; or any equivalent combination of training and experience.

Class Title	General Experience (Years)	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Insurance Examiner I	1	2	0	3
Insurance Examiner II	1	3	*	4
Insurance Examiner III	1	3	1	5

General Experience: Professional experience in accounting or auditing which required the knowledge and application of generally accepted professional accounting and/or auditing principles and practices.

Specialized Experience: Professional experience in accounting in the insurance field or of auditing or financial examination of insurance business operations which

provided knowledge of the insurance industry organization, operations and practices; and laws, rules and regulations governing the conduct of such businesses.

*Supervisory Aptitude: Applicants for the Insurance Examiner II level must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Supervisory Experience: Professional accounting or auditing supervisory or "auditor-in-charge" experience which included such duties and responsibilities as coordinating and assigning work, evaluating or participating in the evaluation of performance, providing technical assistance in difficult problem cases, and conducting training of subordinate professional auditing or accounting personnel.

Non-Qualifying Experience

The following types of experience will not be accepted as the professional experience required for these positions. Experience in positions where the duties did not require full professional knowledge and application of generally accepted accounting principles or auditing standards such as an operator of accounting or bookkeeping machine, or in bookkeeping, or in minor accounting or clerical positions (e.g., time, leave, payroll, voucher examining, etc.); experience as an office manager or owner of a business who supervises accountants, auditors or bookkeepers but did not participate in the accounting or auditing work with responsibility for its technical adequacy.

Substitutions Allowed

1. A bachelor's degree from an accredited college or university with a major in accounting may be substituted for one year of General Experience.

2. A master's degree in accounting from an accredited college or university may be substituted for one (1) year of General Experience and one (1) year of the Specialized Experience.

3. A certificate designating Accredited Financial Examiner issued by the Society of Financial Examiners may be substituted for one (1) year of Specialized Experience.

4. A certificate designating Certified Financial Examiner issued by the Society of Financial Examiners may be substituted for two (2) years of Specialized Experience.

5. A Certified Public Accountant (CPA) Certificate obtained through written examination is qualifying for the Education Requirement, one (1) year of General Experience and two (2) years of Specialized Experience requirements.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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