



STATE OF TENNESSEE
invites applications for the position of:

CAPTIVE INSURANCE SPEC 1*-011018-164900

SALARY: \$5,222.00 - \$8,354.00 Monthly
\$62,664.00 - \$100,248.00 Annually

OPENING DATE: 01/10/18

CLOSING DATE: 01/23/18 11:59 PM

MINIMUM QUALIFICATIONS:

LOCATION OF (2) POSITIONS TO BE FILLED: DEPARTMENT OF COMMERCE AND INSURANCE, INSURANCE DIVISION, CAPTIVE INSURANCE SECTION, DAVIDSON COUNTY

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and 30 semester credit hours of accounting.

Substitution of Experience for Education: Qualifying experience in financial or insurance-related field may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in finance, business, insurance and related fields may substitute for the required experience on a year-for-year basis to a maximum of 1 year.

OR

Current designation as Certified Public Accountant recognized by Tennessee Accountancy Board or equivalent regulatory authority, if outside Tennessee **OR** current designation as Certified Financial Examiner recognized by Society of Financial Examiners (SOFE)

OTHER REQUIREMENTS:

Examination Method: Education and experience, 100%, for Preferred Service positions.

JOB OVERVIEW:

Summary: Under close supervision, is responsible for captive insurance analysis and examination work of routine difficulty; and performs related work as required.

Distinguishing Features: This is the entry level class in the Captive Insurance Specialist sub-series. An employee in this class monitors, analyzes, and examines the financial status and potential of assigned captive insurance companies. This class differs from Captive Insurance Specialist 2* in that an incumbent of the latter is responsible for independently performing regulatory work of average difficulty.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory two-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

COMPETENCIES (KSA'S):

Competencies:

1. Integrity and trust
2. Written communications
3. Intellectual horsepower
4. Technical learning
5. Business acumen
6. Interpersonal savvy
7. Self-knowledge
8. Customer focus
9. Priority setting
10. Learning on the fly

Knowledge

1. Intermediate knowledge of accounting and economics
2. Basic knowledge of Microsoft Office products
3. Basic knowledge of administrative and organizational procedures
4. Basic knowledge of principles of customer service
5. Basic knowledge of law and government

Skills

1. Accounting
2. Utilizing relevant computer software
3. Writing
4. Reading comprehension
5. Critical thinking
6. Active listening
7. Speaking
8. Intermediate proofreading
9. Time management
10. Active learning
11. Social perceptiveness
12. Service orientation
13. Basic learning strategies

Abilities

1. Written comprehension
2. Written expression
3. Oral comprehension
4. Oral expression
5. Selective attention
6. Mathematical reasoning
7. Number facility
8. Deductive reasoning
9. Inductive reasoning

APPLICATIONS MAY BE FILED ONLINE AT:
<http://tn.gov/dohr>

Position #164900-073037
CAPTIVE INSURANCE SPEC 1*-011018-164900
TB

505 Deaderick Street
James K. Polk Building
Nashville, TN 37243-0635
(615) 741-4841

applicant.services@tn.gov

CAPTIVE INSURANCE SPEC 1*-011018-164900 Supplemental Questionnaire

- * 1. Which best describes your level of education? (Note: If you are within 120 days of graduating, excluding high school, please select your pending degree.)

- Did not graduate from High School or obtain GED
 - High School or GED
 - Some College
 - Associates Degree
 - Bachelors Degree
 - 1 Year Masters Degree
 - 2 Year Masters Degree
 - Doctorate Degree
- * 2. How many UNDERGRADUATE quarter hours from an accredited college or university have you completed? (Note: To convert semester hours to quarter hours, multiply the number of semester hours you have completed by 1.5)
- Not applicable
 - 1-44 quarter hours
 - 45-89 quarter hours
 - 90-134 quarter hours
 - 135-179 quarter hours
 - 180 quarter hours or more
- * 3. Have you completed at least 30 semester hours of accounting coursework from an accredited college or university? (Note: To convert semester hours to quarter hours, multiply the number of semester hours you have completed by 1.5)
- Yes
 - No
- * 4. How many years of qualifying experience in a financial or insurance-related field do you have?
- No experience
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
- * 5. Do you have a current designation as Certified Public Accountant recognized by Tennessee Accountancy Board or equivalent regulatory authority, if outside Tennessee?
- Yes
 - No
- * 6. Do you hold current certification as a Certified Financial Examiner (CFE) recognized by the Society of Financial Examiners (SOFE)?
- Yes
 - No
- * Required Question