



## JOB DESCRIPTION

<b>Name:</b>	
<b>Job Title: Personal Lines Underwriting Assistant</b>	
<b>Revision Date:</b> April 2024	
<b>Administrative Relationship – Reports To:</b> Underwriting Manager	
<b>Human Resource Use Only:</b>	
<b>EEO Class:</b> Non- Exempt	<b>FSLA Status:</b>

### Job Purpose:

This primary responsibility for the Personal Lines Underwriting Assistant is to assist & work with Underwriters so they can analyze, appraise, determine acceptable risks for business. They also assist the Underwriter in determining coverage and premiums that are both adequate and competitive.

### Key Responsibilities:

- Assists in the analyzing of exposure based on risk, collects underwriting information when needed.
- Reviews coverage forms when appropriate and acts as an insurance resource for assigned Underwriters.
- Participates on a team consisting of underwriting, claims, risk evaluation and accounting.
- Works with Staff ensure quote and policy information is entered correctly into the system.
- Works on special projects as needed, including the testing, and analyzing of the data in our policy processing system.
- Maintain written procedures for various job functions.
- Ensure security, integrity and confidentiality of data.
- Other duties as assigned

### Knowledge, Skills and Abilities:

- Strong analytical skills and the ability to pay attention to details.
- Ability to work independently and to carry out assignments to completion.
- Good oral and written communication skills required.
- Strong interpersonal skills.
- Ability to become familiar with and demonstrate an understanding of underwriting resource material.
- Proficient in MS Office Products.

### Education and Experience Required:

- Bachelor's Degree Preferred; or comparable industry experience.

**Location:** Office position – Jamestown ND.



<b>Physical Requirements</b>	0-24%	25-50%	51-75%	76-100%
Seeing – Must be operate a computer and read technology				X
Hearing – Must be able to hear well enough to communicate with people				X
Speaking – Must be able to communicate with people				X
Standing/Walking/Climbing/Stooping/Kneeling/Lifting/Pulling/Pushing			X	
Grasping/Feeling- Must be able to write/type use a phone/grasp steering wheel				X
Driving – Must have a license and be able to operate a vehicle			X	
Sitting – Must be able to sit for long periods of time if necessary			X	

This statement is intended to describe the general nature and percentage of work performed by employees, but this statement is not a complete list of responsibilities, duties and skills required of employees. This job description is not a contract for employment and is subject to change at the discretion of the employer. Farmers Union is an equal opportunity employer.

