



State of New Jersey

Department of Banking & Insurance

Philip Murphy
Governor
Tahesha Way
Lt. Governor
JUSTIN ZIMMERMAN
Acting Commissioner

The New Jersey Department of Banking & Insurance invites you to apply for the following position:

POSTING NUMBER		BIA-2023-027 (REPOST)		ISSUE DATE	September 19, 2023	CLOSING DATE	October 13, 2023
TITLE		Insurance Examiner Trainee					
LOCATION & UNIT		Office of Solvency Regulations 20 W State Street Trenton, New Jersey		RANGE	P95		
				SALARY	\$53,050.20 - \$55,478.62		
OPEN TO	Candidates who meet the requirements specified below; subject to current promotional and hiring restrictions.						
GENERAL DECIPTION	<p>Insurance examiners in the Office of Solvency Regulation conduct financial analysis and financial examinations of insurance companies authorized to do business in the State of New Jersey. Financial analysis includes the review of annual and quarterly insurer financial statements and all related supplemental regulatory filings to assess and monitor the current financial condition and prospective financial solvency of insurance companies. Financial examination includes investigating and analyzing insurance company risks, policies, procedures, and controls to assess and monitor the current financial condition and prospective financial solvency of insurance companies.</p> <p>Under the close supervision of a Supervising Insurance Examiner, Insurance Examiner 1 or other supervisory official in the Department of Banking and Insurance, a trainee receives on-the-job training in reviewing, auditing, and/or the examination and verification of accounts and records of insurance companies regulated by the Department; may be assigned to either field or central office locations as required. Examples of work includes learning to review and evaluate financial statements of insurance companies, to examine and verify financial and related filings, accounts, records, and other interests of insurance companies and insurance holding company systems, and to conduct inspections of financial statements and reports. Assist in the preparation of analysis and/or examination tasks and compiling findings and recommendations; assist in follow-up review to ensure that recommendations are properly communicated with management and satisfactorily addressed and/or implemented; does other related duties as required.</p>						
REQUIREMENTS							
EDUCATION	Graduation from an accredited college or university with a Bachelor's Degree, including or supplemented by twenty-one (21) semester hour credits in any one or in combination of the following areas of study: Accounting, Auditing, Banking, Insurance, Management, Financial Management, Risk Management, Information Technology, Mathematics, Business Law, Taxation, Statistics, Finance, Economics or Business Administration.						
EXPERIENCE	N/A						
NOTE	<p>Possession of a Master's degree in any field of study listed above would be considered to have met the education requirement.</p> <p>Possession of a valid certificate as a Certified Public Accountant issued by the New Jersey State Board of Accountancy, or a valid certificate as an Accredited Financial Examiner, Insurance Designation, issued by the Society of Financial Examiners may be substituted for the above education.</p> <p>Assignments may require travel to insurers' headquarters and possibly travel overnight out-of-state.</p> <p>Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the Insurance Examiner 3 title in accordance with the New Jersey Civil Service Commission procedures. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.</p>						
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.						
LICENSE	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.						
IMPORTANT NOTICE							
RESIDENCY	<p>Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment</p>						

NOTE(S)	<p>New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Department's ADA Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337. Determinations on requests for reasonable accommodations will be made on a case-by-case basis."</p> <p><u>*Telework:</u> This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> <p><u>SAME Applicants:</u> If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.</p>
	<p>Interested applicants should submit a letter of interest, transcripts, resume and three (3) professional references of your current or former supervisors or managers- please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All documents should be submitted in by October 13, 2023 to: human.resources@dobi.nj.gov. Please include posting # BIA number in the subject line of the email.</p>
FILING INSTRUCTIONS	
<p>Forward a cover letter and resume electronically to: human.resources@dobi.nj.gov You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-22, Smith)</p>	

New Jersey Department of Banking & Insurance is an Equal Opportunity Employer