



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

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NOTICE OF VACANCY

STATE-WIDE – OPEN TO THE PUBLIC

Posting No.: BIA-2023-027	Opening Date: May 10, 2023
Title: Insurance Examiner Trainee	Closing Date: June 10, 2023
Division: Insurance	Range: P95
Unit: Office of Solvency Regulation	Salary: \$53,050.20- \$55,478.62
Open To: Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions. (Applicants who will meet the educational requirements listed below in Spring 2023 are also invited to apply)	

DEFINITION

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.

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.

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.

NOTE: Possession of a Master's degree in any field of study listed above would be considered to have met the education requirement.

NOTE: 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.

NOTE: Applicants who will meet the educational requirement in Spring 2023 are also invited to apply.

NOTE: Assignments may require travel to insurers' headquarters and possibly travel overnight out-of-state.

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.

ADVANCEMENT: 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.

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RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

Interested applicants should submit a letter of interest, resume, educational transcript(s) evidencing the required credit hours listed above and/or completion of schooling and degrees attained, 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 by June 10, 2023 to: human.resources@dobi.nj.gov. Please include posting # BIA-2023-027 in the subject line of the email.

NOTE: *Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>*

The 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

