



JOB DESCRIPTION

Job Title:	Member Services and Underwriting Specialist	Supervisor:	Underwriting and Member Services Manager
Department:	Risk Management Services	Positions Supervised:	None
FLSA Class:	Non-exempt	Revision Date:	May 2021

Position Overview

Provide organizational support to Texas Association of Counties Risk Management Services (RMS) Underwriting and Members Services division and Risk Management Pool (TAC RMP) members. Assist with member notifications, renewals and coverage adjustments associated with the TAC RMP's Property, Liability and Workers' Compensation programs. Coordinate with division staff to deliver services to TAC RMP members. Maintain division documentation in TAC's records retention system and RMS's risk management information system.

Essential Job Functions

1. Prepare and distribute timely monthly TAC RMP renewals for liability coverages and annual TAC RMP renewals for Property and Workers' Compensation coverages. Prepare loss run reports for liability and Property coverage renewals.
2. Review and import issued renewal documentation into TAC's record retention system.
3. Request and track jail inspection and variance reports from TAC RMP members.
4. Support member services and underwriting staff with maintaining, reviewing and processing member requests as needed and maintain contacts related to TAC RMP roles.
5. Maintain and review Interlocal Agreements, Declarations, member contracts, applications and certificates of coverage in risk management information system (RMIS) shared file drive and TAC's records retention system.
6. Coordinate distribution of all Underwriting and Member Services division mail and faxes.

7. Coordinate TAC RMP activities in RIMIS with Financial Services Department, including check requests, financial reconciliations, and weekly invoices.
8. Perform other duties as assigned.

Experience / Education Requirements

- High school diploma or equivalent required; Associate's or Bachelor's in Business Administration or related discipline preferred.
- Minimum of five years' experience in commercial insurance organizational support role is preferred.

Other Knowledge, Skills & Abilities

- Position requires excellent time management, attention to detail and record keeping.
- Must develop and demonstrate proficiency in the risk information management system.
- Position requires excellent communication skills, both written and verbal, and the ability to relate to persons from varying economic, educational, and cultural backgrounds.
- Position requires a high degree of professionalism in representing TAC in significant contacts with elected officials, members, and others.
- Must be proficient in use of personal computer and Microsoft Office.
- Must be able to function in a fast paced environment with a high degree of efficiency, accuracy and demonstrate the ability to self-manage tasks and requests.

Physical Requirements

- May be required to remain in a stationary position for extended periods of time.
- May be required to stand, bend, kneel, reach or squat occasionally for extended lengths of time.
- May be required to climb stairs or a ladder.
- May be required to lift or move boxes and designated TAC equipment, up to 25 pounds.
- May require minimal travel.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.