

Job Posting #14-03-The [Oklahoma Insurance Department](#) has an opening in the Agents Licensing Division for a Licensing Administrator. The salary is \$27,000 to \$32,000. **Submit resumes by 5:00 p.m., Tuesday, March 3, 2014** to: [humanresources@oid.ok.gov](mailto:humanresources@oid.ok.gov)

### **DEFINITION**

Under administrative direction, process the licensing of Oklahoma's producer/adjuster community.

### **DUTIES AND RESPONSIBILITIES**

- Review and process new and renewal applications for licensing candidates; communicate with applicants throughout the application process to obtain required information for compliance with statutes, policies and procedures
- Enter and retrieve data using personal computer; receive and review source documents; proof previously entered data and make routine corrections when necessary
- Assist internal and external customers in securing needed information
- Handle advanced and escalated issues pertaining to the duties of the Producer Licensing Division
- Provide advanced troubleshooting and training assistance to others within the division
- Perform a variety of administrative tasks including sorting and filing, answering the phone and taking messages, and creating files for new applications
- Perform other duties as required and requested by OID staff

### **KNOWLEDGE AND SKILLS**

- Knowledge of telephone etiquette and procedures
- Ability to learn and differentiate among various types of insurance information in order to assist the producer/adjuster community with their concerns
- Effective time organization and management
- Ability to establish and maintain effective relationships with others, to understand the basic functions of other divisions within the department, to handle routine business decisions, and to deal tactfully with the public
- Excellent communication skills, both oral and written and proven ability to multitask
- Working knowledge of computers and computer software, specifically Microsoft Windows products including but not limited to Microsoft Excel, Word and Outlook

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Business Administration or an equivalent combination of education and experience.

**NOTE:** Employees of the Oklahoma Insurance Department cannot have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant). The selected applicant must not have a felony conviction and must pass a background check.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to all employees, please use this link to access the Oklahoma Office of Personnel Management benefits page at [http://www.opm.state.ok.us/html/employee\\_benefits.htm](http://www.opm.state.ok.us/html/employee_benefits.htm).