

Federated Rural Electric Management Corp.

Position Title: Underwriting Services Rep.	Department: Underwriting
Reports To: Underwriting Manager	FLSA Status: Non-Exempt
Date Written: March 2026	Grade: 4

General Summary:

Maintains accounts by making coverages and account information changes. Quotes, issues and maintains insurance policies by entering data, preparing policies, quotes, binders and endorsements. Responds to oral and written requests from Account Executives and customers with professionalism, accuracy and courtesy. Tracks submission timeliness and is responsible to see that all deadlines are met if at all possible.

Essential Job Functions:

- | <u>Essential Job Functions:</u> | <u>% of Time:</u> |
|---|--------------------------|
| 1. Maintains accounts by making appropriate changes to coverages and account information as needed including endorsements changes, issuing certificates of insurance and processing vehicle changes. | 10% |
| 2. Issues, assembles and distributes policies, quotes and binders by processing information entered in Aristos following instructions from an underwriter. Revises and/or renews policy documents in accordance with company procedures. | 50% |
| 3. Utilizes underwriting software program to run loss ratio reports and experience rating reports. Reviews and makes any necessary updates to policy endorsements. Utilizes underwriting software to calculate preliminary premiums prior to submission to an underwriter for final rating and review. Knowledge of manual rating procedures is maintained to assure accuracy of computer programs. | 20% |
| 4. Responds to Account Executive and customer oral and written requests in a timely manner with professionalism, accuracy and courtesy. | 5% |
| 5. Tracks submission timeliness and is responsible to see that all deadlines are met if at all possible. | 5% |
| 6. Works with the Underwriter to process Worker's Compensation Audits and issues Worker's Compensation Retention Program policies. | 5% |
| 7. *Performs other duties as assigned by management. | 5% |

*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Direct Reports:

None

Knowledge, Skills, and Abilities:

- Knowledge of rating procedures and practices.
- Knowledge of mathematical principles and practices.
- Knowledge of company products, services, policies, and procedures.
- Knowledge of general office practices.
- Skill in oral and written communication.
- Skill in operating such office equipment as personal computer, Internet, e-mail, fax machine, copy machine, etc.
- Ability to communicate with co-workers and customers in a professional manner.
- Ability to maintain flexibility and responsiveness when faced with multiple work tasks and stressful situations.
- Ability to make sound decisions using information at hand.
- Ability to maintain confidentiality.

Education and Experience:

Bachelor's degree. Previous insurance industry experience beneficial.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger and handle controls, talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Working Conditions:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office working environment with the absence of disagreeable conditions.

Note:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

