



Government of the Virgin Islands Insurance Licensing Examiner(US22-1)

SALARY	\$41,121.84 Annually	LOCATION	St. Thomas/ St. John, VI
JOB TYPE	Classified	JOB NUMBER	201904772
DEPARTMENT	[Office of the Lieutenant Governor-STT]	OPENING DATE	06/12/2025
CLOSING DATE	6/25/2025 11:59 PM Atlantic (Canada)		

Description

This position involves the review and analysis of information relating to the licensing of insurance companies, insurance-related businesses, banks and small loan companies.

An employee in this class works under the supervision of the Director of the Division of Banks and Insurance and/or other supervisory personnel who assigns duties. The work is reviewed by supervisory personnel through conferences and reports.

Duties and Responsibilities

DUTIES (NOT ALL INCLUSIVE)

- Accepts, reviews and processes applications for new and renewal licenses for insurance companies, resident and nonresident insurance agents and brokers, solicitors, adjusters, and apprentices.
- Examines and reviews files of licensees to ensure compliance with statutory licensing requirements.
- Reviews annual statements and/or other financial documents of insurance companies to determine compliance with statutory capital and surplus requirements for renewal of licenses.
- Conducts field examinations of places of business for appropriate licensees to ensure compliance with the insurance laws.
- Administers and corrects insurance licensing examinations.
- Responds to requests for letters of good standing, verification of securities and any other requests for information concerning licensed insurance companies, insurance related businesses, banks and small loan companies.
- Performs other related duties as assigned by the Director or other supervisory personnel.

Minimum Qualifications

Bachelor's Degree in Business Administration or a closely related field, with a minimum of six (6) credits in Accounting;

OR

High School Diploma/General Equivalency Diploma (GED) with four (4) years experience, two of which must be in the insurance related field and six (6) credits in Accounting.

Position Factors

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

- Considerable knowledge about banking and/or insurance practices, procedures and laws.
- Ability to understand and apply legislation, rules, and regulations as they relate to the insurance and banking industries.
- Working knowledge of Microsoft Office programs, e.g. Word and Excel.
- Ability to prepare clear and concise written reports.
- Ability to communicate effectively and professionally with all persons contacted during the course of work.
- Ability to communicate ideas, both orally and in writing.

FACTOR 2 SUPERVISORY CONTROLS

Employee works under the supervision of a higher level officer. Work is reviewed through conferences and/or discussions.

FACTOR 3 – GUIDELINES

Guidelines include banking and insurance practices, procedures, laws, and Titles 9 and 22 of the Virgin Islands Code.

FACTOR 4 – COMPLEXITY

The nature of this assignment is to administer examinations, conduct field examinations, review and process applications and renew licenses for insurance companies, insurance related businesses and documents for companies planning to do business in the Virgin Islands.

FACTOR 5 – SCOPE AND EFFECT

The purpose of this position is to ensure that proper compliance of the regulatory process is adhered to and to administer the appropriate documents to conduct business.

FACTOR 6 – PERSONAL CONTACTS

Contacts are made with co-workers, businesses, corporations, general public and civic groups.

FACTOR 7 – PURPOSE OF CONTACTS

Contacts are made to advise and provide information to various organizations and the general public with regards to requirements to conduct business in the Virgin Islands.

FACTOR 8 – PHYSICAL DEMANDS

Work is mostly sedentary, however, occasional walking and driving may be required to get from one business to the next.

FACTOR 9 – WORK ENVIRONMENT

Work is performed in an office setting.

Employer

Government of the Virgin Islands

Address

United States

Territorywide, U.S. Virgin Islands , 00802

Phone

(340) 774-8588

Website

<http://www.dopusvi.org>

***QUESTION 1**

Do you have a Bachelor's Degree in Business Administration or a closely related field?

- ☐ Yes
☐ No

***QUESTION 2**

Do you have a high school diploma or equivalent?

- ☐ yes
☐ no

***QUESTION 3**

Do you have four (4) years of work experience?

- ☐ Yes
☐ No

***QUESTION 4**

Do you have two (2) years of work experience in an insurance related field ?

- ☐ Yes
☐ No

***QUESTION 5**

Do you have six (6) credits in Accounting?

- ☐ Yes
☐ No

***QUESTION 6**

Please Note: The answers you provide to the supplemental questions will be used to determine eligibility for this position. Please note that in order to qualify for a position, you must satisfy the criteria outlined in the minimum qualifications section of the vacancy announcement and submit supporting documentation. Failure to submit the required documents when applying may disqualify you from further consideration for employment.

Required documents (may vary based on minimum requirements): High School Diploma, High School Transcript, College Degree, College Transcripts, Evaluation of International Credentials (Only education from an accredited school will be accepted), DD214, Proof of a Name Change (Marriage Certificate or Valid I.D), Certifications, Specialized Licenses, Proof of Citizenship (Birth Certificate, U.S. Passport, or Naturalization Certificate), Valid ID, or Resume.

Attaching a resume does not supersede any of these requirements. Your responses pertaining to specific work experience must be clearly shown in the area for work history on your application.

Do you Accept?

- ☐ Yes
☐ No

