



DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INSURANCE
1818 East College Pkwy., Suite 103
Carson City, Nevada 89706
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**DEPUTY DIVISION ADMINISTRATOR, INSURANCE
(COMMISSIONER, CONSUMER SERVICES)
Full-Time, Unclassified Position
Open Competitive: Open Until Recruitment Need is Satisfied**

Posted: June 22, 2017

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This unclassified position is appointed by and serves at the pleasure of the Insurance Commissioner.

AGENCY RESPONSIBILITIES:

The Nevada Division of Insurance ("Division") is charged with protecting the consumer's and the public's interests in dealings with the insurance industry. The Division regulates and licenses insurance agents, brokers and other professionals; sets, monitors and enforces ethical, market conduct and financial standards for insurance companies and other licensees pursuant to Title 57, the Insurance Code in the Nevada Revised Statutes; and reviews rates. The Division also reviews programs operated by self-insured employers for workers' compensation, and investigates claims of insurance fraud.

APPROXIMATE ANNUAL SALARY:

Up to \$100,858 maximum salary plus benefits * (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*) This position is approved for and will receive 3% salary increase July 1, 2017 and July 1, 2018.

BENEFITS:

The State benefits package includes: Paid holidays, annual leave, sick leave, and insurance. Other employee benefits such as a tax-deferred compensation plan can be viewed at <http://nvjobs.nv.gov/Applicants/EB/>. A description of the current health and dental benefits provided to all state employees is available at http://pebp.state.nv.us/all_plan_benefits.htm.

POSITION DESCRIPTION:

This position reports to the Insurance Commissioner.

The Deputy Commissioner for Consumer Services is primarily responsible for:

1. Organizing and managing the Division of Insurance, Las Vegas office and its out-reach programs, and to include the directing and supervising all of its administrative, operational and personnel activities and budgets.
2. Organizing and managing the Consumer Services unit, and directing and supervising all of its administrative, operational, compliance and personnel activities.
3. Enforcing and administering the provisions of Title 57 of the Nevada Revised Statutes and regulations adopted thereunder through the activities noted above.
4. Other Duties as Assigned. These may include, but are not limited to, representing the Division publicly, including media and public appearances, participating in industry related committees and workgroups, testifying during Division rulemaking workshops/hearings or other Division hearing processes, and coordinating and participating in public outreach and information activities in support of the Division's mission.

TO QUALIFY:

- At least two years responsible experience in the field of insurance including, but not limited to, administration, sales, law, counseling and education.
- Four-year college degree in business administration, public administration, insurance, accounting or related field, or at least five years of progressively responsible experience in management and administration, preferably in the field of insurance.
- Must have the ability to analyze, interpret and apply statutes and regulations for a regulatory organization.
- Successful candidate shall not be a stockholder in or directly or indirectly connected with the management or affairs of any insurance company, brokerage or agency.

POSITION LOCATION: Las Vegas, Nevada

TO APPLY:

Submit a resume and cover letter expressing your interest and background, as well as three professional references. Letters of interest and resumes will be accepted until the position is filled on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT LETTERS OF INTEREST / RESUMES / DIRECT INQUIRIES TO:

Email to: icommish@doi.nv.gov

Or

Department of Business and Industry
Division of Insurance
Attn: Tracy Zehner
1818 E. College Pkwy, Ste. 103
Carson City, NV 89706
Fax (775) 687-0788

In subject line please reference: **Deputy Insurance Commissioner.**

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer.