



Title Crop Insurance Service Representative (CISR)
Location Fresno, CA
Available Beginning 5/11/2010; Open until filled

Job Summary

Processes agency paperwork and contacts clients and companies to resolve issues

Summary of Essential Duties and Responsibilities

- Policy Administration (50%)
 1. Inspects documents for eligibility and accuracy
 2. Logs data into software systems
 3. Meets deadlines of submissions
 4. Prints a variety of reports and policy forms
- Client & Company Communication (30%)
 1. Initiates and responds to inquiries from clients and companies
 2. Promotes good customer service and relations at all times
- General Clerical (20%)
 1. Maintains client folders
 2. Assists with the flow of agency paperwork

Skills, Knowledge, and Abilities

- Ability to accurately and rapidly enter information into various software systems
- Excellent oral and written communication skills
- Currently hold, or have the ability to obtain, a California Property & Casualty Insurance license

Compensation

- Salary range \$32,000 - \$62,000, Depending on Experience
- 401(k); 100% Employer paid Health, Dental, Vision, and Disability Insurance; Paid Vacation

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.