



Staff Application Processor

SUMMARY:

Provides ancillary support within the Policy Issue Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assembles and mails policy print packets.
- Checks all policy print for accuracy.
- Assembles policies along with enclosures.
- Includes inserts based on product into the policy print packets.
- Includes necessary forms not attached to the policy contract in the policy print packet based on product.
- Inserts policy print packets into blue folders.
- Requests supplies to maintain adequate stock to continue assembling without interruption in the workflow.
- Stamps sample policy contracts and prepares for distribution.
- Reviews and reports incorrect or questionable policy print to Production Manager.
- Pulls, completes mailing page to policies mailed to insured's in Louisiana and scans to policy E-File via EScan.
- Reports and balances daily cash reconciliation – account 1081000. Coordinates daily deposits of CWA with the Accounting Department.
- Re-mails returned policy contracts within acceptable time standards.
- Scans original applications and attachments into the workflow via AppScan.
- Scans policy documents into E-File via EScan.
- Routes incoming departmental e-scans via EScanImport.
- Adds CWA to system for previously faxed and scanned applications and finalizes if appropriate.
- Resolves outstanding requirements on illustratable products.
- Keeps assembly stations stocked.
- Establishes new list bill numbers for group billing, scans documents to group scan folder, and notifies Production Manager to update intranet information regarding list bills/update gScan Group efile program.
- Works daily reports ensuring state specific compliance distributed by Production Manager.
- Works daily system generated prds as assigned.
- Maintains quarterly audit metrics at 5% or less.
- Keeps daily counts of paper applications and transmitted applications received.
- Locates and retrieves historical original documents from storage.
- Builds knowledge base.

- Conducts Company business in accordance with all applicable laws, regulations and contractual obligations. Behaves ethically and with integrity and always follows the principles of the Compliance Program when making business decisions. Compliance with this program is a condition of employment for every American-Amicable employee.

EDUCATION, WORK EXPERIENCE and TRAINING REQUIREMENTS:

- High school diploma or general education degree (GED).

REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A friendly, positive, learning-oriented attitude
- Ability to type minimum 35 wpm with 90% accuracy

WORKING CONDITIONS, PHYSICAL and MENTAL REQUIREMENTS: The working conditions, physical and mental requirements described here 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.

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.