

## Support Unit Clerk I

DATE:	May 10, 2011
SALARY:	1751/2188/2626
JOB DESCRIPTION:	Clerical duties associated with policy maintenance.
TYPICAL WORK CONDITIONS:	Office environment.
EQUIPMENT USED:	Computer terminal or PC and related equipment (calculator, phone, fax, copier).
KNOWLEDGE/TRAINING:	Type 25 wpm with 2 or fewer errors. Knowledge of Underwriting forms. Knowledge of Germania's departments and operations.
ESSENTIAL TASKS:	Indexing and maintenance of client files. Data entry for applications, endorsements and renewal forms until automation is complete. Entry of cash received with applications and endorsements until automation is complete. Performs non-monied endorsement processing.

**Submit application by May 18, 2011.**