

Occupation Analysis - Insurance Policy Processing Clerks

Process applications for, changes to, reinstatement of, and cancellation of insurance policies. Duties include reviewing insurance applications to ensure that all questions have been answered, compiling data on insurance policy changes, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company records.

Common job titles: Insurance Specialist, Underwriting Assistant, Claims Processor, Insurance Verification Specialist, Fema - Insurance Specialist

Active Selections: Pocatello, ID (Metropolitan Statistical Area), Insurance Policy Processing Clerks

Overview

Job Metrics

Job Postings

Last 12 Months



Projected Growth

10 Years



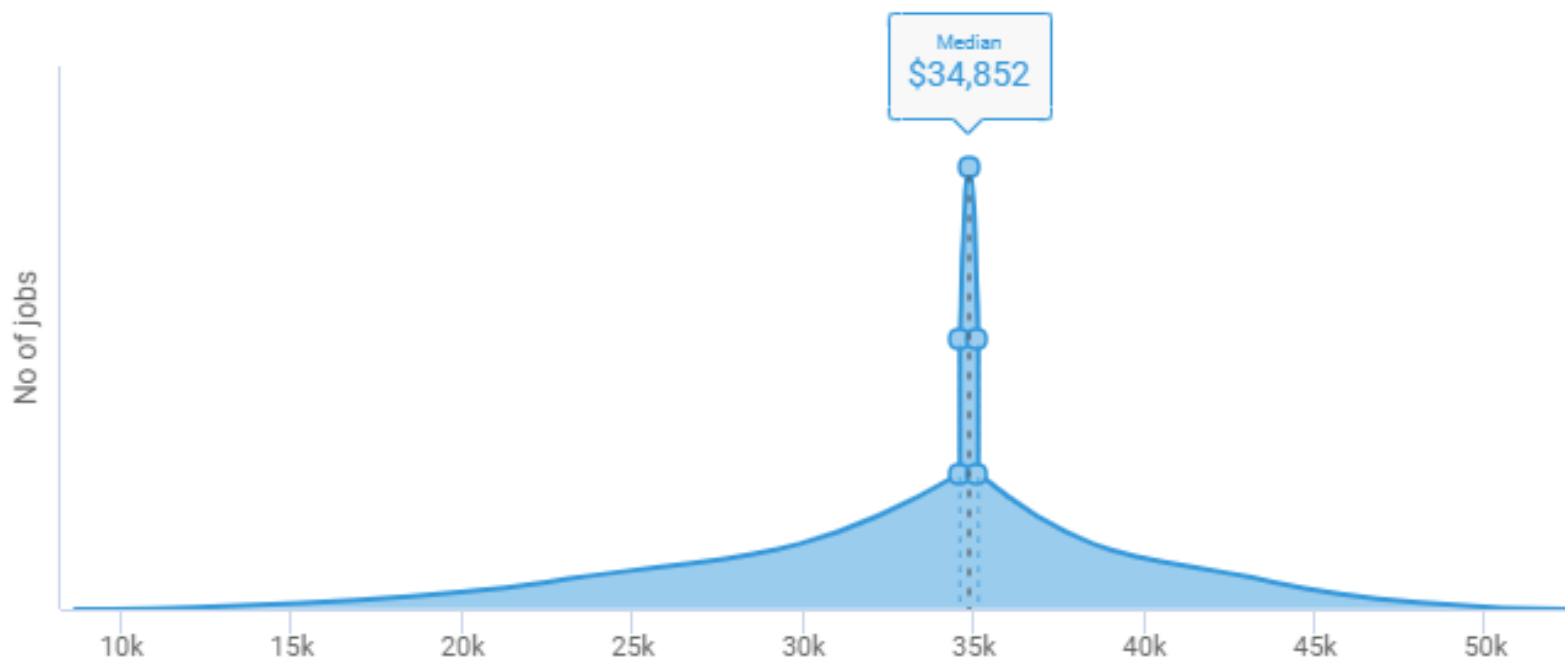
Time To Fill



Location Quotient



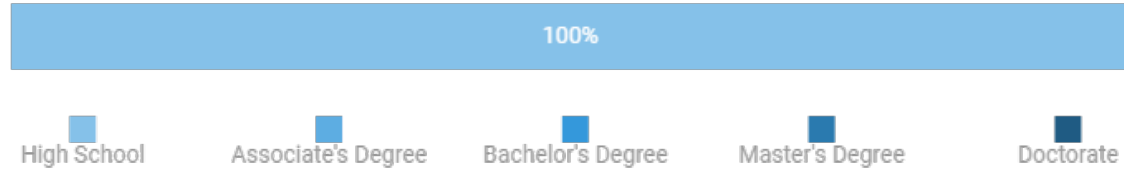
Salary Overall



Job Qualifications

No experience data available for this report with your selected filters.

Education Level



Certification

No certification data available for this report with your selected filters.

Top Skills

Specialized Skills

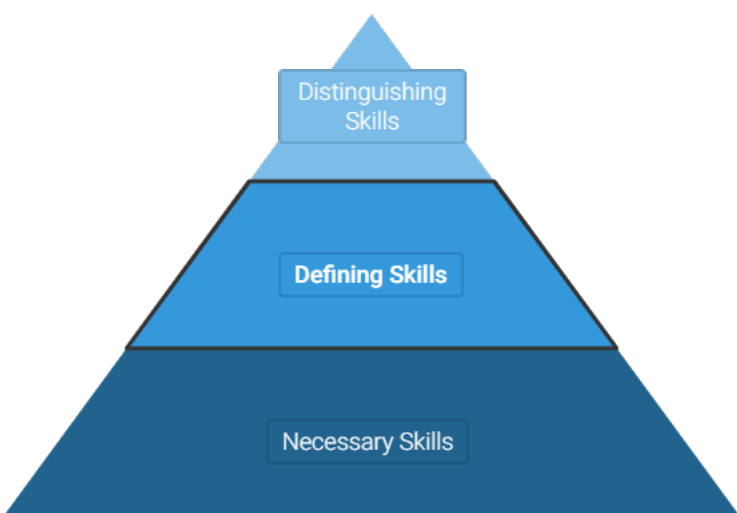
| |
|-------------------|
| Payment Receiving |
|-------------------|

Baseline Skills

| |
|-----------------------|
| Communication Skills |
| Detail-Oriented |
| Microsoft Excel |
| Organizational Skills |
| Oral Communication |

Skills Explorer

Occupational Skills for Insurance Policy Processing Clerks



An occupation's Defining skills represent the day-to-day tasks and responsibilities of the job. An employee needs these skills to qualify for and perform successfully in this occupation.

| Skill | Skill Type | Occupational Skills Category | Salary Premium | Job Postings Requesting Last 12 months | Projected Growth 2 Years | Location Quotient |
|-----------------------|--------------------------|------------------------------|----------------|--|--------------------------|-------------------|
| Communication Skills | Baseline | NA | | 2 | -5.7% | 1.7 |
| Detail-Oriented | Baseline | NA | | 2 | +2.6% | 2.3 |
| Microsoft Excel | Software and Programming | NA | | 2 | +9.8% | 2.5 |
| Organizational Skills | Baseline | NA | | 2 | -8.8% | 3.1 |
| Oral Communication | Baseline | NA | | 2 | 0% | 8.6 |
| Payment Receiving | Specialized | NA | | 2 | 0% | 13.5 |

[Learn more](#) about Occupational Skill Categories

Top Requested Skills for Insurance Policy Processing Clerks

| Skill | Skill Type | Occupational Skills Category | Salary Premium | Job Postings Requesting Last 12 months | Projected Growth 2 Years | Location Quotient |
|-----------------------|-----------------------|------------------------------|----------------|--|--------------------------|-------------------|
| Communication Skills | Baseline | NA | | 2 | -5.7% | 1.7 |
| Detail-Oriented | Baseline | NA | | 2 | +2.6% | 2.3 |
| Microsoft Excel | Software and Baseline | NA | | 2 | +9.8% | 2.5 |
| Organizational Skills | Baseline | NA | | 2 | -8.8% | 3.1 |
| Oral Communication | Baseline | NA | | 2 | | 8.6 |
| Payment Receiving | Specialized | NA | | 2 | | 13.5 |

Employers & Industries

Top Industries

2digit



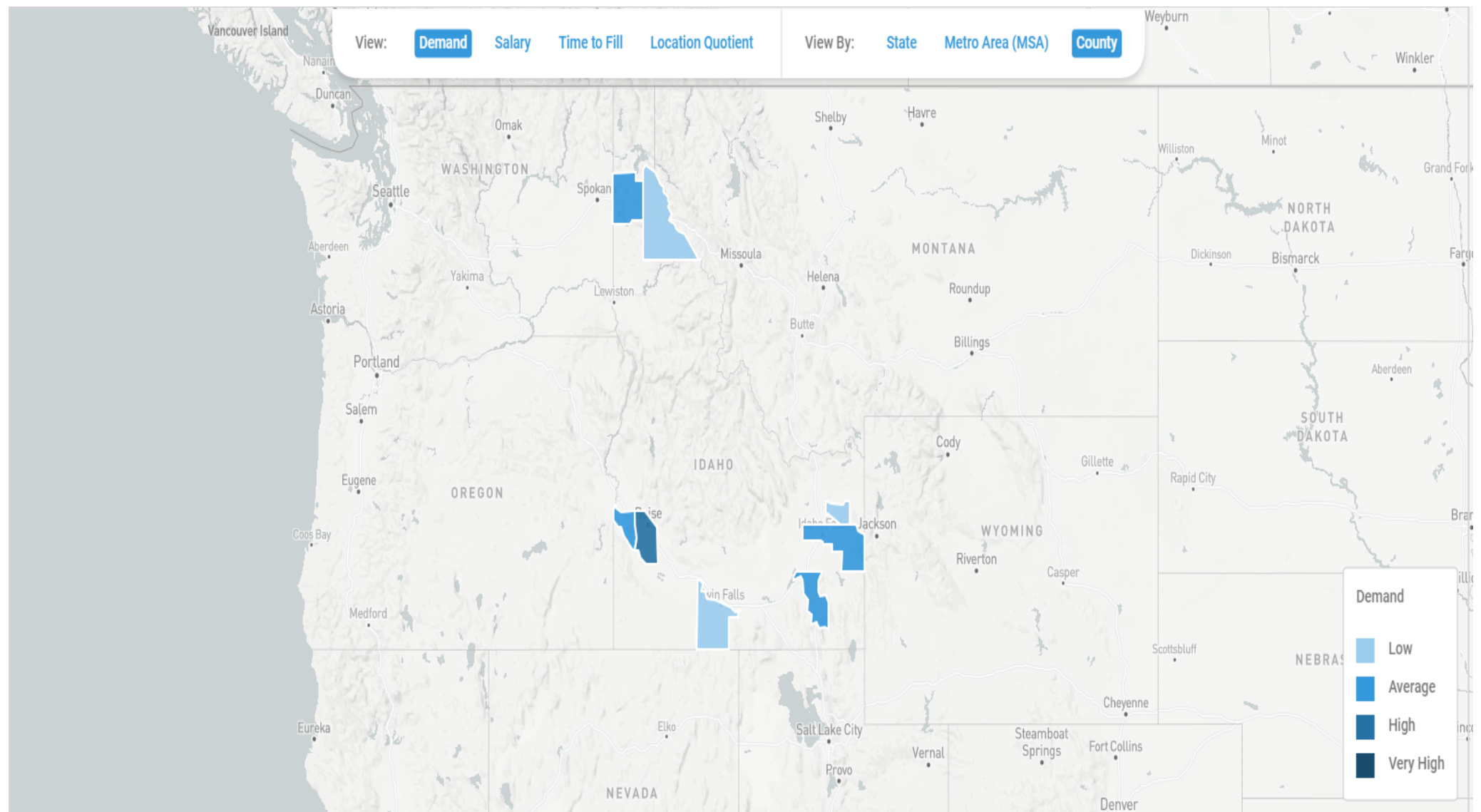
Top Employers

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- Construction
- Others

Top Locations



| State | Job Postings Last 12 months | Median Salary | Time to Fill Days | Location Quotient |
|----------------|--------------------------------|---------------|----------------------|---|
| Ada, ID | 35 | \$34k | N/A | 1.9 ⬆️ |
| Bonneville, ID | 10 | \$32k | N/A | 2.5 ⬆️ |
| Canyon, ID | 10 | \$35k | N/A | 2.0 ⬆️ |
| Kootenai, ID | 3 | \$34k | N/A | 0.6 ⬇️ |
| Bannock, ID | 2 | \$35k | N/A | 0.7 ⬇️ |
| Shoshone, ID | 2 | \$35k | N/A | 5.1 ⬆️ |
| Madison, ID | 1 | \$36k | N/A | 0.9 ▬ |
| Twin Falls, ID | 1 | \$31k | N/A | 0.3 ⬇️ |

Related Jobs

Insurance Policy Processing Clerks at a Glance Salary



Job Postings Last 12 Months



Projected Growth 10 Years



Time To Fill



Location Quotient



Source: Projections Central state projections

Related Jobs

