



**Contact Person:** Courtney Ransom, HR Manager  
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**Position Title:** Insurance Department Affairs Administrator

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**Opportunity Location:** Peoria, IL  
**Preferred Skills:** Bachelor's Degree in Business, Insurance, Risk Management, or a related field and 2-5 years of experience in a similar field or position.  
**Salary Range:** \$55,000

**Position Description:**

Prepare and submit the form and rate filing processes which include filing preparation and submission, obtaining state approval, and communication of filing status and approvals to all operational areas. Assist product directors and other internal contacts in the research and development of new and revised forms, rules and rates for use with the company's insurance products and programs. Develop amendatory endorsements and/or policy language needed to conform RLI's products to state specific requirements. Monitor statutory and regulatory requirements in all 51 jurisdictions. Research, analyze, and interpret state statutes, laws, and regulations to ensure compliance and regulatory support is provided. Assist in special projects as needed.

Ability to use analytical methods in insurance department processes to find creative yet workable solutions.

Ability to communicate findings and recommendations to internal and external contacts on insurance department affairs matters. Ability to use software to summarize and analyze large amounts of data.

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*\*Please send your resume to [courtney.ransom@rlicorp.com](mailto:courtney.ransom@rlicorp.com)*