



# KANSAS INSURANCE DEPARTMENT

Vicki Schmidt, Commissioner

---

## Announcement of Vacant Position Internal - External

**Posting Date:** April 27, 2021  
**REQ#** 199672  
**Division:** Anti-Fraud  
**Job Vacancy:** Special Agent  
**Compensation Rate:** \$52,000 annually (*entry level or commensurate with experience*)  
**Position Type:** Unclassified, Regular, Full-Time, Nonexempt, Benefits-Eligible  
**Closing Date** May 7, 2021  
**Contact Person:** Dale Hubbell; (785) 291-3801

---

The Kansas Insurance Department is offering a challenging and rewarding career opportunity as a Special Agent in our Anti-Fraud Division (full-time, certified law enforcement officer is preferred, but not required.) We offer a comprehensive benefits package and a fantastic work environment. We recently moved into our newly renovated office near Wanamaker Road and we would love for you to join our outstanding team and help us in our mission to “Regulate, Educate & Advocate.”

### **Primary Job Duties** (*Not All Inclusive*)

The Special Agent will conduct investigations of complaints of alleged illegal conduct or material non-compliance with the insurance fraud statutes or other insurance laws and regulations. The Special Agent’s duties will be dedicated to conducting interviews of victims, witnesses and suspects of alleged insurance fraud. Successful performance requires communication and interpersonal skills to interview, negotiate or gain cooperation of persons with diverse and conflicting interests. Other duties include but are not limited to:

- Analyze a variety of records to determine operational and financial condition of an entity.
- Identify, contact, and interview victims, witnesses and principles, taking statements and gathering information and evidence relevant to the claim.
- Prepare report of findings; make presentation to superior, prosecuting authority, law enforcement agencies, other state insurance departments or at administrative hearings or in court.
- Prepares and serves orders of subpoenas, affidavits, and warrants.
- Testifies as a witness in court and administrative proceedings.
- Consults with department legal division to determine if prosecution or administrative sanctions are warranted.

- May conduct surveillance activities relating to insurance fraud.

**Education, Experience and Certification:**

Graduation from an accredited four-year college or university with major coursework in criminal justice, and accounting, business administration or related fields. Professional or technical experience in an insurance company or other closely related field, as deemed by the Commissioner of Insurance to be sufficient qualification to perform the assigned work, may be substituted for the required college study.

- Knowledge of investigation techniques and procedures
- Knowledge of computer software including word processing, spreadsheet and database applications
- Ability to establish and maintain relationships with public officials, private industry officials, and individuals affected by fraud and maintain calmness under pressure
- Ability to interview, evaluate information, then organize in a clear and concise written format.

**Preferred Requirements:**

- Five (5) years of experience in law enforcement investigations or insurance or related industry investigations.
- Law enforcement certification
- Certified Fraud Examiner

**Other Requirements:**

- **Travel:** In-state travel will be required, and some limited out-of-state travel may be necessary. Applicant must therefore have a valid driver's license.
- As a condition of employment, candidates are subject to a pre-employment screening process to include name-based criminal history records check and reference/background check of past and present employers
- Verification of identity and employment eligibility to work in the U.S. is required by federal law.
- Professional demeanor.
- Excellent organizational scheduling and prioritization skills.
- Ability to manage multiple assignments, meet deadlines, work independently, and implement instructions given by senior staff members.
- Maintain high level of confidentiality, ethics, and integrity.
- Superior writing and communication skills with the ability to communicate well with individuals from various backgrounds.
- Proficient in Microsoft Word, Excel, and PowerPoint.

## **How To Apply:**

**Step 1:** Create an Account at the State of Kansas Careers website at: <https://admin.ks.gov/services/state-employment-center/sec-home>

**Step 2:** Once you have created an account, complete the online State of Kansas application form and upload the following documents with your application:

- Resume
- Cover letter
- Kansas Tax Clearance Certificate
- Veterans' Preference K.S.A. 73-201(c) Form and DD-214, if applicable

**Recruiter Contact:** Dale Hubbell

**Phone:** 785-291-3801

**Email:** [dale.hubbell@ks.gov](mailto:dale.hubbell@ks.gov)

## **What to Expect Next:**

Your application will be reviewed and we will evaluate your qualifications based on the materials that you submit. Therefore, the materials that you submit must be complete and fully discuss how you meet the minimum, other, and preferred qualifications, if applicable. After your application is evaluated, you may be contacted for further information or to schedule an interview.

**KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:** Each applicant applying for a State of Kansas job vacancy must obtain a valid and up to date Kansas Certificate of Tax Clearance by accessing the Department of Revenue's website at: <https://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. **All applicants, including current State employees, are responsible for submitting a valid and up to date certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

## **Veteran's Preference Eligible (VPE):**

Former military personnel or their spouse that have been verified as a "veteran" according to K.S.A. 73-201, will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>.

DD Form 214, Certificate of Discharge or Separation from Active Duty, or other official documents (to include military discharge papers, or equivalent certification from the VA listing military status, dates of service, and discharge type) issued by the branch of service are required as verification of eligibility for veterans' preference.

**If you have questions, please do not hesitate to contact us at 785-291-3801.**

*Individuals with disabilities are encouraged to contact the Recruiter if reasonable accommodations are needed for any part of the application or hiring process.*

***The Kansas Insurance Department is an Equal Opportunity Employer***