



# KANSAS INSURANCE DEPARTMENT

Vicki Schmidt, Commissioner

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## Announcement of Vacant Position Internal – External

Posting Date: **November 29, 2021**  
Job Vacancy: Attorney  
Division: Legal  
Job Opening ID: 202209  
Compensation Rate: \$64,000 - \$72,000 annually (*Commensurate with Experience*)  
Position Type: Unclassified, Regular, Full-Time, Exempt, Benefits Eligible  
Closing Date: **Open Until Filled**  
Contact Person: Dale Hubbell – [dale.hubbell@ks.gov](mailto:dale.hubbell@ks.gov) or 785-291-3801

The Kansas Insurance Department is offering a challenging and rewarding career opportunity as an Attorney in our Legal Division. We offer a comprehensive benefits package and a fantastic work environment. Our beautifully renovated office is located near Wanamaker Road with easy access to I-70. We would love for you to join our outstanding team and help us in our mission to “Regulate, Educate & Advocate.”

### **Job Description:**

As an Attorney in our Legal Division, you will support the overall mission to provide consumer protection and regulation of the state's insurance industry. The responsibilities of this position are essential to ensure compliance with the provisions of the Kansas Insurance Code by those transacting the business of insurance in the State of Kansas.

### **Primary Job Duties (*Not all inclusive*):**

The successful candidate will be responsible for enforcing the penalty provisions of the insurance statutes through formal hearings and the negotiation and the preparation of consent orders. In addition, you will be assisting divisions within the agency in analyzing legislative proposals, public policy issues and consumer, agent and company grievances. You will assist with general enforcement of the Kansas Insurance statutes and regulations, including drafting orders and consent agreements and provide assistance with review and processing of rate and form filings.

This position may also represent the Department in administrative hearings, district, and appellate court; attend depositions, hearings, and appellate arguments on behalf of the Kansas Insurance Department and represent the Commissioner of Insurance in litigation which has been filed by or against the Kansas Insurance Department.

Additional duties include, providing assistance, when needed to other attorneys within the division and providing legal counsel regarding open records act requests.

For a detailed position description please contact Dale Hubbell at [dale.hubbell@ks.gov](mailto:dale.hubbell@ks.gov) or 785-291-3801.

**Education, Experience, Knowledge & Abilities:**

- Graduation from an accredited law school.
- Certificate of admission to the Bar of the Supreme Court of Kansas.
- Knowledge of judicial procedures and the rules of evidence required.
- Knowledge of the principles, methods, materials, and practices of legal research required.
- Knowledge of the methods and practices of pleading and presenting civil cases required.
- Ability to analyze, appraise, and organize facts, evidence, and precedents concerning cases and to present such materials in clear and logical form for oral or written presentation, such as briefs, opinions, orders, or decisions required.
- Ability to analyze legal documents and instruments required.
- Ability to establish and maintain effective working relationships with other employees, insurance company representatives and the public required.
- Knowledge of administrative and insurance law preferred.

If you are interested in a dynamic career that offers a challenging work experience and excellent benefits, this position will be a great fit for you. For additional requirements and information on how to apply, see below.

**Other Requirements:**

- 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.
- Veteran's Preference Eligible – please visit: <http://da.ks.gov/ps/aaa/recruitment/veterans.htm> for additional information.
- Tax Clearance Certificate required, please visit: <https://www.ksrevenue.org/taxclearance.html>

## **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:

- Kansas Tax Clearance Certificate
- Resume
- Cover letter
- Transcripts
- 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

## **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 Kansas Department of Revenue's website at <http://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***