



KANSAS INSURANCE DEPARTMENT

Vicki Schmidt, Commissioner

Announcement of Vacant Position Internal – External

Posting Date: June 15, 2022
Job Vacancy: Chief of Registration
Division: Securities
Job Opening ID: 204794
Compensation Rate: \$60,000 - \$72,000 annually *or commensurate with experience*
Position Type: Unclassified, Regular, Full-Time, Exempt, Benefit's-Eligible
Closing Date: July 6, 2022
Contact: Kathy Ramskill – kathy.ramskill@ks.gov or 785-296-2124

Job Summary

The primary mission of the Registration section in the Securities Division is to oversee review and examination of securities registration and exemption filings to determine compliance with sections of the Kansas Uniform Securities Act, Kansas Loan Brokers Act, related regulations, and North American Securities Administrator Association (NASAA) Statements of Policy. The Chief of Registration will provide leadership, mentoring and management of the staff in Registration. This position will contribute to the formulation and support of the overall mission of the Department and will help ensure the success of the Registration section and its team members.

The Team

The Registration team plays a critical role in the Divisions overall mission in protecting consumers. You will be joining a diverse and talented team whose work is challenging and meaningful. They are encouraging and supportive of one another while also making the work environment fun.

Key Responsibilities (*not all inclusive*)

- Assigns, manages, and evaluates the work of staff in the Registration section of the Securities Division and monitors the caseload activity of the staff.
- Provides performance feedback, conducts performance reviews and consults with the Securities Commissioner and the Director of Human Resources in addressing personnel/staffing issues.
- Coordinates activities of staff within the section to ensure the smooth flow of work and adequate staff coverage and establish goals and priorities for the Registration section. Oversees cross training of staff to ensure adequate back-up exists during periods of staff absence from work. Continually assesses staff training needs.
- Identifies work priorities to ensure statutory and other deadlines are met among subordinates and provides information to staff regarding new or revised policies or procedures.

- Coordinates approving and denying leave requests submitted by staff.
- Reviews and approve bi-weekly time and leave reports submitted by staff.
- Receives, reviews, or assigns for review securities registration and exemption filings to determine compliance with the Kansas Uniform Securities Act and other applicable laws, regulations, and policies. Maintains own caseload as needed.
- Communicates deficiencies identified in securities registration or exemption filings to legal counsel or business executives representing the registrant; and negotiate resolution of those deficiencies.
- Serve as a resource for Compliance and Enforcement by providing guidance and instruction in securities registration and applicable exemption.

Qualifications

Required:

- Bachelor's degree in accounting, finance, business administration or closely related field as deemed equivalent by Department administrators. Industry or regulatory experience may be substituted for a bachelor's degree if deemed equivalent by Department administrators. Education may be substituted for experience as determined relevant by the Department.

Desired skills and attributes:

- Experience in planning, organizing, and directing the work of a program or unit.
- Strong analytical skills and ability to organize and clearly express information, deficiencies, and violations in a concise and accurate written form,
- Industry experience involving the issuance and/or regulation of securities, or financial professional experience or credentials may be considered to substitute for securities or regulatory experience if deemed equivalent by the Department administrators.
- Certified Public Accountant, Chartered Financial Analyst, Certified Financial Planner, or other securities industry certifications
- Problem solver that can research and propose solutions to issues that arise
- Responsible and self-motivated

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>

What We Have to Offer

The Kansas Insurance Department has a comprehensive benefits package that includes no waiting period for health insurance coverage, paid sick and vacation leave, paid parental leave after 180 days of employment, paid State holidays, retirement plans, and deferred compensation programs. We have a family-oriented work environment and support personal and professional growth with payment for credentialing certifications such as Series 63, 65 or 66 examinations as well as substantial promotional opportunities. We provide an outstanding work-life balance with a chance to work up to two days a week remotely after six months of

employment with the Department. Our beautifully renovated office is near Wanamaker Road with free parking and 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.”

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 other required documents.

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

Recruiter Contact: Kathy Ramskill

Phone: 785-296-2124

Fax: 785-296-8848

Email: kathy.ramskill@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. For more information and to obtain a Kansas Certificate of Tax Clearance go to the Kansas Department of Revenue’s website at: <http://www.ksrevenue.org/taxclearance.html>. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

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