



**Announcement of Vacant Position  
Internal - External**

**Posting Date:** October 7, 2020  
**Requisition No.:** 197830  
**Job Vacancy:** Compliance and Enforcement / Senior Administrative Specialist  
**Division:** Securities  
**Compensation Rate:** \$40,000 to \$50,000 annually (*commensurate with experience*)  
**Position Type:** Unclassified, Regular, Full-Time, Non-Exempt, Benefits-Eligible  
**Closing Date:** **October 19, 2020**  
**Contact:** Ms. Dale Hubbell 785-291-3801

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**Job Description:**

This position provides advanced investigative case document management and administrative and operational support for the Compliance and Enforcement staff. In addition, this position provides assistance to legal staff, including the entry of legal case information and documentation into division legal case management systems. The position also includes periodic work involving various division investigative software products and tools and assistance with the ongoing development of division information systems. Work is performed under direction of the Director of Compliance and Enforcement, and is coordinated with other administration and management positions within the division.

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

Acts as securities case document management system (CID) expert ('Intaker'). This includes case document processing, naming, and organizing to ensure the consistency and integrity of documents in every division investigative case. The task is a combination of processing and quality control, working collaboratively with Compliance, Enforcement, and Legal to ensure documents and other evidence are correctly entered into the system to maintain chain of custody and control and ensure quality of investigations and subsequent legal actions. Works with legal staff on the securities legal case information and documentation system. Also includes work on entering historical cases in the system and all new legal case information (docketing, correspondence, court communications, etc.) on an ongoing basis. Additional duties include entering all legal case information into the agency I-Series system and assisting in entering case information and documentation into the LexisNexis CaseMap software and building out physical legal files in preparation for litigation.

Assists the Director of Compliance and Enforcement and staff by performing the following:

- Manages paper and electronic case files ensuring proper storage, and adherence to agency retention schedules.
- Processes subpoenas and other legal documents, to include certified mailing and electronic sharing.
- Maintains the content of the agency shared drive.
- Performs other various special projects.

**Minimum Requirements:**

Bachelor's degree (preferably with emphasis in public administration, business, or a related area), or specialized paralegal training combined with experience. Prior professional or technical administrative experience may be substituted for the requirement of a Bachelor's degree.

**Preferred Qualifications**

- Experience as a legal assistant or paralegal.
- Knowledge of legal ethics, legal research techniques and procedures, state and federal court laws and regulations, state and federal court rules and procedures, legal terminology and investigative skills, and principles and practices of administration.
- Exceptional organizational and communication skills.
- Superior writing and communication skills with the ability to communicate well with individuals from various backgrounds.
- Ability to independently handle confidential and sensitive matters using excellent judgment and professionalism.
- 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, and organize in a clear and concise written format.
- Ability to manage multiple assignments, meet deadlines, work independently and implement instructions given by senior staff members.
- Proficiency in Microsoft Word, Excel, Access, and PowerPoint.

### **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 other required documents.

- Kansas Tax Clearance Certificate
- Cover letter
- Resume
- Transcripts (if applicable)
- 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***