



KANSAS INSURANCE DEPARTMENT

Vicki Schmidt, Commissioner

Announcement of Vacant Position Internal – External

Posting Date: October 25, 2021
Job Vacancy: Legal Assistant
Division: Legal
Job Opening ID: 201148
Compensation Rate: \$51,250 annually
Position Type: Unclassified, Regular, Full-Time, Non-Exempt, Benefits Eligible
Closing Date: **November 5, 2021**
Contact Person: Dale Hubbell – dale.hubbell@ks.gov or 785-291-3801

The Kansas Insurance Department is offering a challenging and rewarding career opportunity as a Legal Assistant 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 a Legal Assistant in our Legal Division, you will support the overall mission of the Division 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 insurers and insurance agents transacting the business of insurance in the State of Kansas.

Primary Job Duties (Not all-inclusive):

This position primarily assists the attorney assigned to our Producer Licensing Division by reviewing licensing applications, processing background inquiry letters, reviewing court documents and correspondence with agents or agencies under investigation and preparing the file for hearing.

In addition, you will be responsible for processing corporate amendment applications submitted by insurance companies and maintaining a file for each corporate change request. This position is responsible for reviewing articles of incorporation, amendments to articles and by-laws of fraternal foreign companies to ensure they meet statutory requirements.

This position will also assist other attorneys in the Department with various legal processes and documents.

Other duties include assisting with open records requests and other legal requests submitted to the Department and making initial contact with requestor to determine what documents have been requested. You will also serve as backup to the Records Custodian.

For a detailed position description please contact Dale Hubbell at dale.hubbell@ks.gov or 785-291-3801.

Education, Experience, Knowledge & Abilities:

- Associate or bachelor's degree from a post-secondary institution or completion of a relevant training or certification program from a vocational or technical school, such as completion of a paralegal or legal assistant program. Significant experience as a paralegal or legal assistant may be substituted for the required educational/certification requirement.
- 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.
- Experience in drafting and formatting legal pleadings and orders.
- Exceptional organizational and communication skills.
- 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 then 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.
- Proficient in Microsoft Word, Excel and PowerPoint.

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