



KANSAS INSURANCE DEPARTMENT

Vicki Schmidt, Commissioner

Announcement of Vacant Position Internal - External

Posting Date: January 3, 2022
Job Vacancy: Registration Examiner (Policy Examiner II) – Securities Division
Job Opening ID: 202571
Compensation Rate: \$47,000 - \$60,000 (*commensurate with experience*)
Position Type: Regular unclassified, full-time, non-exempt, eligible for full benefits.
Closing Date: January 16, 2022
Contact: Kathy Ramskill - kathy.ramskill@ks.gov 785-296-2124

The Office of the Kansas Securities Commissioner, a division of the Kansas Insurance Department, is offering a challenging and rewarding career opportunity as a Registrations Examiner. Career advancement opportunities are available within the Division and the Department. We offer a comprehensive benefits package including payment for continuing education and certifications in the securities and insurance fields. The Department provides a fantastic work environment. Our newly renovated office is located near Wanamaker Road and would love for you to join our outstanding team and help us in our mission to “Regulate, Educate, & Advocate”.

Position Summary

The Registration Examiner conducts thorough review and examinations 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 incumbent will communicate deficiencies in those filings to legal counsel or business executives representing the registrant. Under the direction of the Chief of Registration, you will negotiate resolutions of those deficiencies.

The review process includes analysis of registration statements, bylaws, financial statements, sales materials, and reports of Independent Certified Public Accountants. In addition, this position will be responsible for preparing reports of finding for executive staff and the Chief of Registration as requested.

For a complete position description, please contact Kathy Ramskill.

Minimum Qualifications

- Bachelor's degree in accounting, finance, business administration or a closely related field. Securities industry experience may be substituted for a bachelor's degree if deemed equivalent by the Department
- One year of professional experience working in a regulatory environment. Credentials in the securities or insurance fields may be considered to substitute for regulatory experience if deemed equivalent by the Department
- Ability to pass a KBI background check

Desired Qualifications:

- Experience in the securities industry
- Certified Fraud Examiner, Chartered Financial Analyst, Certified Financial Planner, or other securities industry certifications
- Series 7, 63 and /or 65 licenses
- Professional demeanor
- Organizational, scheduling, and prioritization skills
- Ability to manage time well, meet deadlines, work independently, and implement instructions given by senior staff members
- Maintain high level of confidentiality, ethics, and integrity
- 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: Kathy Ramskill

Phone: 785-296-2124

Email: kathy.ramskill@ks.gov

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: <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.

What to Expect Next:

Your application will be reviewed by members of the Office of the Kansas Securities Commissioner's staff. Staff members 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.

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.

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.