



KANSAS INSURANCE DEPARTMENT

Vicki Schmidt, Commissioner

Announcement of Vacant Position Internal – External

Posting Date: December 2, 2021
Job Vacancy: Attorney
Division: Legal
Job Opening ID: 202270
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 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 securities industry. The responsibilities of this position are essential to ensure compliance with the provisions of the Kansas Uniform Securities Act.

Primary Job Duties (*Not all inclusive*):

The successful candidate will assist in interpreting and enforcing the provisions of the Kansas Uniform Securities Act. You will be responsible for preparing compliance and enforcement administrative cases for litigation under the Kansas Uniform Securities Act, including assisting compliance and enforcement personnel in their investigations. These cases and investigations tend to be document intensive and require prolonged attention to detail.

You will prosecute administrative actions, including judicial review and appeals. Cases tend to be litigated primarily through written pleadings and motions practice with some administrative hearing practice, conducted under the Kansas Uniform Securities Act and Kansas Administrative Procedure Act.

In addition, you will prepare enforcement investigations for criminal prosecution by the Kansas Attorney General's Office, including providing legal advice to enforcement personnel regarding criminal procedure matters such as the Fourth and Fifth Amendments and help in the preparation of subpoenas and search warrants.

For a detailed position description please contact Dale Hubbell at 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.
- 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