



Kansas Department of Insurance

Commissioner Vicki Schmidt

Announcement of Vacant Position External

Posting Date: July 15, 2024
Job Posting ID: 213534
Job Vacancy: Attorney – Hybrid Remote, Flexible, Temporary
Compensation Rate: \$45.00 to \$55.00 hourly (*Commensurate with Experience*)
Position Type: Unclassified, Temporary, Part-Time, Nonexempt, Not Benefits Eligible
Closing Date: **Open Until Filled**
Contact Person: Barbara Rankin 785-296-2752 barbara.w.rankin@ks.gov

Position Summary

The Kansas Department of Insurance has a unique opportunity for a flexible, part-time, Attorney position. **This is a non-benefits eligible temporary position which is limited to 999 hours per one year period.** The incumbent will report to the Assistant Commissioner of Insurance and will primarily assist with duties associated with the Assistant Commissioner's role in acting as the Presiding Officer on behalf of the Commissioner of Insurance for administrative hearings conducted under the Kansas Administrative Procedures Act ("KAPA"), K.S.A. 77-501 *et seq.*

The successful candidate will be paid for hours actually worked on assigned matters. The number of administrative hearing proceedings varies month to month ranging from 2-3 to as many as 5-6. Prehearing orders are typically sent out within a week of the prehearing conference. Hearing orders are required to be issued within 30 days of completion of formal hearing, so timeliness in meeting deadlines is critical.

Key Responsibilities

- Attending (in person) prehearing and formal hearing conferences, as well as status and scheduling conferences, (may include such matters as denial of licensing applications, revocation of licenses, imposition of fees or penalties, and nonrenewal of licenses, registrations, or certifications).
- Performing research on legal issues raised during administrative proceedings (research may be performed remotely).
- Drafting prehearing orders, scheduling orders and final hearing orders based on testimony and evidence presented during such proceedings and determinations made by the Presiding Officer and Commissioner of Insurance (may be performed remotely).
- Reviewing final hearing orders to ensure accuracy and consistency with testimony and evidence presented, as well as cited legal authorities (may be performed remotely).
- The Assistant Commissioner may also request assistance with duties associated with serving as deputy liquidator for a Kansas domestic insurance company in liquidation proceedings. This may include research on legal issues, searching files and electronic records for document production, and drafting communications regarding claims filed

with the liquidation estate (may require some work on site, whereas other work may be performed remotely).

Qualifications

Required

- License to practice law in Kansas.
- Excellent research and writing skills.
- Ability to analyze large amounts of testimony and evidence and summarize information relevant to the Presiding Officer's decision in a thorough, cohesive and logical manner.
- Ability to apply applicable law and statutory requirements to testimony and evidence presented during a hearing, including exercising attention to detail.
- Ability to work independently and meet deadlines assigned by the Presiding Officer.
- Flexibility to work in the Department's Topeka office when required/requested.
- Familiarity and experience with online legal research tools, Microsoft Office applications (MS word, pdf, excel spreadsheets) and dependable wifi/internet service (when working remotely). The successful applicant will be provided a Department laptop and access to subscription legal research programs.
- Familiarity with Kansas insurance laws and regulations, and administrative procedures under KAPA, are beneficial but not required.
- Demonstrated ability to organize assignments to meet deadlines in a timely manner.

Additional 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.
- Tax Clearance Certificate is required: <https://www.ksrevenue.org/taxclearance.html>
- Veteran's Preference if applicable: – <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>

How To Apply:

All application packets should be sent as a .pdf attachment by email to Assistant Commissioner Barbara W. Rankin at barbara.w.rankin@ks.gov and Human Resource Professional, Dale Hubbell at dale.hubbell@ks.gov .

All interested applicants shall submit the following:

- 1. Cover letter of Application.**
- 2. Resume.**
- 3. Writing samples.**
- 4. Law School Transcript.**

NOTE: The successful candidate cannot hold other employment that would interfere or present a conflict of interest concerning the Kansas Department of Insurance.

Questions concerning this position should be directed to Barbara Rankin at (785) 581-2344 or 785-296-2752, or by emailing barbara.w.rankin@ks.gov; or the Presiding Officer's Assistant Mindy Forrer at mindy.forrer@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.

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