



Kansas Department of Insurance

Commissioner Vicki Schmidt

Announcement of Vacant Position Internal - External

Posting Date: July 24, 2025
Job Vacancy: Senior Administrative Assistant
Division: Consumer Assistance Division
Job ID: 217463
Compensation Rate: \$37,500 to \$40,000 annually (*Commensurate with Experience*)
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefits Eligible
Closing Date: **August 3, 2025**
Contact Person: Julie McLaughlin – julie.mclaughlin@ks.gov or 785-291-3801

Position Summary

The Kansas Department of Insurance is seeking a motivated and qualified individual to fill a Senior Administrative Assistant position in our Consumer Assistance Division. As a Senior Administrative Assistant, one of your primary responsibilities will be to assist consumers by answering the division's multi-line telephone and directing them to the appropriate consumer assistant representative. You will also assist with the division's electronic document management system. The ideal candidate for this position will be someone who has a strong desire to assist others and to help in our mission to provide excellent customer service to our consumers.

The Team

The team members in Consumer Assistance are collaborative, hardworking and embrace a fun working environment. They have the optimal goal of ensuring insurance companies comply with state and federal laws. The team collaborates to make the best decisions possible for the Department and Kansas consumers assuring they have a fair and competitive marketplace for all types of insurance.

What We Have to Offer

The Department has a comprehensive benefits package that includes:

- Personal and professional growth opportunities by offering career development programs to further career advancement.
- Outstanding work-life balance with flexible work schedules and a chance to work one day a week remotely after six months of employment with the Department.
- No waiting period for health insurance coverage – eligible for insurance on day one.
- Competitive Salary.
- Paid holidays, vacation leave, sick leave, and parental leave.
- Retention and Credential Bonus Opportunities.
- KPERS Retirement plan and deferred compensation program.
- Beautifully renovated office near Wanamaker Road with free parking and easy access to I-70.

Preferred Qualifications

One (1) year of experience in general office, clerical and administrative support work required. Experience should include the operation of multiple-line telephone system(s).

Ideal Candidate Will Have

- Strong customer service skills.
- Experience with multiple-line telephone system(s).
- Knowledge of general office practices; typing, proper English, spelling, grammar, basic arithmetic, proofreading, and data entry.
- Ability to communicate in a clear, concise and effective manner, both orally and in writing.
- Knowledge of Microsoft Office products and Adobe Pro.
- Knowledge/understanding of HIPPA Privacy Laws.
- Ability to retain self-control under stressful conditions.

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. For a list of acceptable documents that establish these criteria, please refer to the federal Form I-9. The Kansas Department of Insurance does not provide sponsorship for this position
- 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 and upload the other required documents.

- Kansas Tax Clearance Certificate
- Resume
- Cover letter
- Veterans' Preference K.S.A. 73-201(c) Form and DD-214, if applicable.

Recruiter Contact: Julie McLaughlin
Phone: 785-291-3801
Email: julie.mclaughlin@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: A valid Kansas Tax Clearance Certificate is a condition of employment for all employees of the State of Kansas. Applicants (including non-residents) who receive a formal job offer for a State job, are required to obtain a valid Tax Clearance within ten (10) days of the job offer. A Tax Clearance can be obtained through the Kansas Department of Revenue who reviews individual accounts for compliance with Kansas Tax Law.

If you have a missing tax return(s) or you owe taxes to the State of Kansas, please know that the Kansas Department of Revenue will work with you. The Kansas Department of Revenue can set you up on a payment plan to receive a Tax Clearance so you can get a job working for the State of Kansas. The Kansas Department of Revenue can be contacted at 785-296-3199. [Kansas Department of Revenue - Tax Clearance Frequently Asked Questions](#)

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 Department of Insurance is an Equal Opportunity Employer