



Kansas Department of Insurance

Commissioner Vicki Schmidt

Announcement of Vacant Position Internal - External

Posting Date: July 7, 2025
Job Vacancy: Administrative Specialist
Division: Licensing Division
Job ID: 217260
Compensation Rate: \$40,000 - \$45,000 annually (Commensurate with Experience)
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefits Eligible
Closing Date: July 17, 2025
Contact Person: Julie McLaughlin – julie.mclaughlin@ks.gov or 785-291-3801

Position Summary

The Kansas Department of Insurance has an exciting opportunity for an Administrative Specialist to join our Licensing Division. The Licensing Division regulates the issuance and renewal of licenses to individuals and business entities that apply to sell, solicit, or negotiate insurance in the State of Kansas. Your primary responsibilities will be to respond to a high volume of calls and emails on a daily basis. If you enjoy a fast-paced environment, communicating with the public and are passionate about helping others, this position will be an excellent fit for you.

The Team

The team members in the Licensing Division are a dynamic group that works closely together in a supportive and collaborative environment. Each day brings new challenges, and they work together to provide excellent customer service to support the overall mission of the Department to Educate, Regulate and Advocate.

Key Responsibilities

- Handle a high volume of incoming customer calls daily, providing prompt, professional, and effective assistance.
- Respond to a large number of customer inquiries via email, ensuring timely and accurate instructions.
- Process applications for producers and business entities that are licensed by the Kansas Department of Insurance.
- Review applications to determine completeness, accuracy and legitimacy of application material.
- Confirm that applications are compliant with relevant state licensing rules or laws to decide as to the applicant's eligibility to be licensed in the State of Kansas.
- Assignments on other various projects and activities related to the Licensing Division.

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

Two years of experience in general office, clerical and administrative support work such as a records clerk or similar role in a court, law enforcement, or public safety agency, handling documents, data entry and high-volume phone inquiries. Experience should include the operation of multiple-line telephone system(s).

Ideal Candidate Will Have

- Familiarity with the insurance producer licensing process, including application procedures and regulatory requirements.
- Ability to review and interpret criminal court documents and police reports with attention to detail and accuracy.
- Ability to extract data and formulate reasonable conclusions from a variety of sources.
- Ability to exercise independent judgment in determining methods of procedures used to make minor decisions.
- Ability to work with a team and on your own independently.
- Knowledge of general office practices including typing, spelling, grammar, arithmetic, proofreading and data entry.
- Knowledge of common computer software to include word processing, spreadsheet, database and e-mail applications. The Division primarily uses the State Based System software program.
- Knowledge of multi-line telephone system(s).
- Knowledge of record keeping, and reporting methods.
- Strong organizational, time-management and multitasking skills.
- Passion for protecting Kansas consumers and assisting us in our mission to protect and regulate the state's insurance industry.

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