



Kansas Department of Insurance

Commissioner Vicki Schmidt

Announcement of Vacant Position Internal - External

Posting Date: November 15, 2024
Job Vacancy: Administrative Specialist
Job Opening ID: 214792
Division: Securities-Registration
Compensation Rate: \$40,000 - \$45,000 annually (Commensurate with Experience)
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefit's-Eligible.
Closing Date: November 25, 2024
Contact: Julie McLaughlin - julie.mclaughlin@ks.gov or 785-291-3801

Job Summary

The Kansas Department of Insurance is seeking a dedicated individual for an Administrative Specialist position in our Securities-Registration Division. This position will be responsible for providing clerical and administrative support to the Securities Registration team during examination and review of securities and exemption filings, the registration of investment advisers and broker-dealers, and with educational notices and events.

The incumbent will be responsible for the scheduling of time-sensitive deadlines, processing electronic and paper filings, assisting with research, managing telephone communications and correspondence with third-party counsel and consultants, alerting the Registration team of outstanding requests, and maintaining an organized paper and electronic file system that tracks internal deadlines and registration data.

The Team

The Registration team consists of the Chief of Registration, Registration Examiners and Public Service Administrator. The team members in Registration have the goal of assisting industry professionals with conducting business in the State of Kansas while protecting Kansas Investors. Registration works collaboratively with outside legal counsel, consultants and internal staff during application and registration processes to ensure compliance with Kansas rules and regulations. As a team, they work together to assess and respond to deficiencies and inquiries.

Key Responsibilities

Responsibilities of this position include, but are not limited to:

- Review incoming Securities registrations for individuals, firms and securities offerings.
 - Pull background information, advertising, and other materials for examiner's review.
 - Communicate with team on upcoming requests.
 - Intake Investment Adviser and Broker-Dealer applications and prepare the case for an Examiner.
- Process Corporate Finance filings for securities offerings in Kansas.

- Assist with file organization and assignment of documentation from EFD, CRD, paper submissions and emailed correspondence.
- Manage intake and assign tasks to Registration team for new offerings, amendments and renewals.

What We Have to Offer

The Kansas Department of Insurance has a comprehensive benefits package that includes:

- No waiting period for health insurance coverage – eligible for insurance on your first day.
- Competitive Salary.
- Paid holidays, vacation leave, sick leave, and parental leave.
- 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 up to two days a week remotely after six months of employment with the Department.
- 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.

Qualifications

Required:

Two years of experience in office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the Commissioner of Insurance.

Ideal Candidate Will Have:

- Basic understanding of the Securities industry.
- Knowledge of common computer software including word processing, spreadsheets, database and e-mail applications.
- Advanced writing and communication skills with the ability to communicate well with individuals from various backgrounds.
- Ability to work with a team and independently.
- 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 proofread and edit for grammar, spelling, syntax and style; compute, verify and compare figures; and detect discrepancies in information or records.

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 and a KBI background check.
- Verification of identity and employment eligibility to work in the U.S. is required by federal law.

- KDOI does not provide sponsorships for this position.
- Kansas Tax Clearance Certificate is required, please visit the Department of Revenue's website for more information: <https://www.ksrevenue.org/taxclearance.html>.
- Veteran's Preference Eligible – Learn more about claiming Veteran's preference at: <https://admin.ks.gov/offices/personnel-services/jobs/veterans-preference>.

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: 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 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