



Kansas Department of Insurance

Commissioner Vicki Schmidt

Announcement of Vacant Position Internal - External

Posting Date: March 20, 2025
Job Vacancy: Administrative Specialist
Division: Licensing Division
Job ID: 216081
Compensation Rate: \$40,000 - \$45,000 annually (Commensurate with Experience)
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefits Eligible
Closing Date: **March 30, 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 responding to a high volume of calls and emails on a daily basis; processing applications for producers and business entities that are licensed by the Kansas Department of Insurance; reviewing applications to determine completeness, accuracy and legitimacy of application material and confirming that applications are compliant with relevant state licensing rules or laws to make a determination as to the applicants eligibility to be licensed in the State of Kansas. In addition, you will be working on other various projects and activities related to the Licensing Division. 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.

For a complete position description, please contact Julie McLaughlin at 785-291-3801 or julie.mclaughlin@ks.gov.

The Team

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

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

High school diploma or GED equivalency. Two years of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency. Reception experience should include operation of multiple-line telephone system(s). Successful completion of a training program in general office practices or office administration is preferred.

Ideal Candidate Will Have

- Knowledge of general office practices including typing, English, spelling, grammar, arithmetic, proofreading and data entry
- Knowledge of common computer software including 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.
- 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
- Strong organizational, time-management and multitasking skills
- Attention to detail and accuracy
- 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 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 Department of Insurance is an Equal Opportunity Employer