



# Kansas Department of Insurance

Commissioner Vicki Schmidt

## Announcement of Vacant Position Internal - External

**Posting Date:** January 17, 2025  
**Job Vacancy:** Attorney - Securities  
**Division:** Legal  
**Job ID:** 215323  
**Compensation Rate:** \$70,000 - \$100,000 annually (Commensurate with Experience)  
**Position Type:** Unclassified, Regular, Full-Time, Exempt, Benefits Eligible  
**Closing Date:** **February 4, 2025**  
**Contact Person:** Julie McLaughlin - [julie.mclaughlin@ks.gov](mailto:julie.mclaughlin@ks.gov) or 785-291-3801

### Position Summary

As an Attorney in our Legal Division, you will support the overall mission to provide consumer protection and regulation of the state's securities industry. The responsibilities of this position are essential to ensure compliance with the provisions of the Kansas Uniform Securities Act. This position offers a challenging work experience and excellent benefits. You will be working with the U.S. Attorney's Office, Kansas Attorney General's Office, Securities Exchange Commission (SEC), and the Federal Bureau of Investigation (FBI).

### The Team

The Legal Division is a fun, collaborative, and hardworking team. Protecting Kansas consumers is their primary goal. These driven and devoted individuals enjoy challenging themselves and their colleagues to produce the best work. Expect to collaborate and enhance your knowledge on a variety of elements within the Legal Division. The Department values our employees and encourages personal growth and professional development.

### Key Responsibilities

- The successful candidate will assist in interpreting and enforcing the provisions of the Kansas Uniform Securities Act. You will be responsible for preparing compliance and enforcement administrative cases for litigation under the Kansas Uniform Securities Act, including assisting compliance and enforcement personnel in their investigations. These cases and investigations tend to be document intensive and require prolonged attention to detail.
- You will prosecute administrative actions, including judicial review and appeals. Cases tend to be litigated primarily through written pleadings and motions practice with some administrative hearing practice, conducted under the Kansas Uniform Securities Act and Kansas Administrative Procedure Act.
- In addition, you will prepare enforcement investigations for criminal prosecution by the Kansas Attorney General's Office or federal authorities, including providing legal advice to enforcement personnel regarding criminal procedure matters such as the Fourth and Fifth Amendments and help in the preparation of subpoenas and search warrants.

## Qualifications

### Required:

- Graduation from an accredited law school.
- Certificate of admission to the Bar of the Supreme Court of Kansas.
- Knowledge of judicial procedures and the rules of evidence required.
- Knowledge of the principles, methods, materials, and practices of legal research required.
- Knowledge of the methods and practices of pleading and presenting civil cases required.
- Ability to analyze, appraise, and organize facts, evidence, and precedents concerning cases and to present such materials in clear and logical form for oral or written presentation, such as briefs, opinions, orders, or decisions required.
- Ability to analyze legal documents and instruments required.
- Ability to establish and maintain effective working relationships with other employees.

### Desired skills and attributes:

- Knowledge of administrative and Securities law preferred.
- Investigative experience
- Litigation experience
- Analytical
- Attention to detail

### 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>

## 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 up to two days 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.

**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
- Transcripts
- 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](mailto: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***