



# Kansas Department of Insurance

Commissioner Vicki Schmidt

## Announcement of Vacant Position

Internal – External

**Posting Date:** May 22, 2025  
**Job Vacancy:** Attorney  
**Job Opening ID:** 216811  
**Division:** Legal  
**Compensation Rate:** \$70,000 – \$100,000 annually (*Commensurate with Experience*)  
**Position Type:** Unclassified, Regular, Full-Time, Exempt, Benefits Eligible  
**Closing Date:** June 30, 2025  
**Contact:** Julie McLaughlin – [julie.mclaughlin@ks.gov](mailto:julie.mclaughlin@ks.gov) or 785-291-3801

### Job Summary

If you are passionate about protecting and serving the citizens of Kansas, the Attorney position at the Kansas Department of Insurance will be a great fit for you. Your purpose will be to support the overall mission of the Department to provide consumer protection and regulation of the state's insurance industry. The responsibilities of this position are essential to ensure companies comply with the provisions of the Kansas Insurance Code. You will be ensuring the solvency of insurance entities under our jurisdiction and helping to promote a fair regulatory playing field.

### The Team

The team members in the Legal Division are collaborative, hardworking and embrace a fun working environment. Their focus is protecting Kansas consumers ensuring they have a fair and competitive marketplace for all types of insurance. The dedicated staff enjoy the diversity of their daily work. This is a great position for those that thrive in a fast-paced environment and want to make a difference in the lives of others. We value our employees and encourage personal growth and professional development.

### Key Responsibilities

- Responsible for enforcing the penalty provisions of the insurance statutes through formal hearings and the negotiation and the preparation of consent orders. In addition, you will be assisting divisions within the agency in analyzing legislative proposals, public policy issues and consumer, agent and company grievances. You will assist with general enforcement of the Kansas insurance statutes and regulations, including drafting orders and consent agreements and provide assistance with review and processing of rate and form filings.
- Represent the Department in administrative hearings, district, and appellate court; attend depositions, hearings, and appellate arguments on behalf of the Kansas Department of Insurance and represent the Commissioner of Insurance in litigation which has been filed by or against the Kansas Department of Insurance.

### **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 day one.
- 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:

- 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, insurance company representatives and the public required.

Desired skills and attributes:

- Knowledge of administrative and insurance law preferred
- Proactive problem solving
- Devoted
- Disciplined

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. 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.
- 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 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](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:** 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***