



# Kansas Department of Insurance

Commissioner Vicki Schmidt

## Announcement of Vacant Position Internal - External

**Posting Date:** March 21, 2025  
**Job Vacancy:** Policy Examiner I  
**Division:** Rate and Form Compliance Division  
**Job Opening ID:** 216101  
**Compensation Rate:** \$42,777 to \$49,065 annually (*Commensurate with Experience*)  
**Position Type:** Unclassified, Regular, Full-Time, Nonexempt, Benefits Eligible  
**Closing Date:** March 31, 2025  
**Contact Person:** Julie McLaughlin [julie.mclaughlin@ks.gov](mailto:julie.mclaughlin@ks.gov) or 785-296-3918

### Job Summary

If you are passionate about protecting and serving the citizens of Kansas, we would love for you to join our team. The Kansas Department of Insurance is seeking a dedicated individual to fill a Policy Examiner position in our Rate and Form Compliance Division. As a Policy Examiner, one of your primary duties will be to analyze and examine rates and forms submitted by insurance companies to determine if they are compliant with Kansas Statutes and departmental regulations. The ideal candidate for this position will be someone who has strong analytical skills and wants to help in our mission to provide consumer protection and regulation of the state's insurance industry. The Department values our employees and encourages personal growth and professional development. For a detailed position description please contact the recruiter.

### The Team

You will be part of a collaborative, fun, hardworking team where protecting Kansas consumers is the primary goal. This driven and devoted team enjoys challenging themselves and their colleagues to produce the best work. Expect to collaborate and enhance your knowledge on a variety of subjects within the Division.

### What We Have to Offer

The Kansas Department of Insurance 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 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 free parking and easy access to I-70.

## Qualifications

### Preferred

- Graduation from an accredited four-year college or university with major course work in business administration or related field(s)
- Professional or technical experience in the insurance industry or a regulatory environment or other closely related field, as deemed by the Commissioner of Insurance to be sufficient qualification to perform the assigned work, may be substituted for the required college study

### Ideal Candidates Will Have:

- Passion for protecting Kansas consumers and assisting us in our mission to protect and regulate the state's insurance industry
- Ability to problem solve, research, and propose solutions
- Ability to think analytically
- Ability to work with a team and on your own independently
- Knowledge of federal and state laws and regulations governing the area of insurance regulation or other regulatory area
- Experience in ensuring compliance with governmental statutory and regulatory requirements

### Additional Requirements

- As a condition of employment, candidates are subject to a pre-employment screening process to include name-based criminal history records check, 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.
- 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/offices/personnel-services/jobs>

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: 785-296-3918  
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: <https://www.ksrevenue.gov/taxclearance.html>. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

If you have questions, please do not hesitate to contact us at 785-291-3801.

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***