



Kansas Department of Insurance

Commissioner Vicki Schmidt

Announcement of Vacant Position Internal - External

Posting Date: July 1, 2025
Job Vacancy: Policy Examiner I
Division: Rate and Form Compliance Division
Job Opening ID: 217211
Compensation Rate: \$50,000 to \$57,000 annually (*Commensurate with Experience*)
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefits Eligible
Closing Date: July 11, 2025
Contact Person: Julie McLaughlin 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

Four years' direct experience relative to the field of work.

Preferred Qualifications:

- Experience in an insurance regulatory agency or other regulatory environment which involved interpretation, application and/or enforcement of statutes and regulations.
- Experience in insurance sales, underwriting, policy contract review and/or development, claims adjusting, risk management or closely related insurance experience.

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: 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](#)

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