



- Knowledge of administrative and securities law preferred.
- No prior experience in the securities industry is required, but applicants with coursework or experience related to securities (including accounting, finance, administrative law, and business associations) will be preferred.
- 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 and criminal cases required.
- Knowledge of criminal law and procedure 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 analyze financial documents and instruments required.
- Ability to establish and maintain effective working relationships with other employees, securities industry representatives and the public required.
- Ability to draft legal instruments, proposed legislation, and legal opinions required.
- Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents required.

**Key Requirements:**

- Verification of identity and employment eligibility to work in the U.S. is required by federal law.
- Veteran's Preference Eligible – please visit <http://da.ks.gov/ps/aaa/recruitment/veterans.htm> for additional information
- Tax Clearance Certificate required, please visit <http://www.ksrevenue.org/taxclearance.html>
- Please submit your cover letter, resume, college transcripts, and valid Kansas Tax Clearance Certificate to [kathy.ramskill@ks.gov](mailto:kathy.ramskill@ks.gov).

**How To Apply:**

**Step 1:** Register for an Applicant ID number by completing the online [Personal Data Form](#) (Skip this step if you already have an Applicant ID number.)

**Step 2:** Complete the online State of Kansas [Employment Application](#) form and include it with your cover letter, resume and college transcripts.

**Step 3:** Send the Kansas Tax Clearance Certificate along with your other application materials to [kathy.ramskill@ks.gov](mailto:kathy.ramskill@ks.gov).

Recruiter Contact: Kathy Ramskill

Phone: 785-296-2124

Fax: 785-296-6872

Email: [kathy.ramskill@ks.gov](mailto:kathy.ramskill@ks.gov)

**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 by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. **All applicants, including current State employees, are responsible for submitting a valid and up to date certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

**Failure to follow the instructions and submit all required documentation may affect your consideration for this position. If you have questions, please don't hesitate to contact us at 785-296-2124.**

*Individuals with disabilities are encouraged to contact the Recruiter if reasonable accommodations are needed for any part of the application or hiring process.*

***The Office of the Securities Commissioner of Kansas, a division of the Kansas Insurance Department, is an Equal Opportunity Employer***