



# Kansas Insurance Department

Vicki Schmidt, Commissioner of Insurance

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## Announcement of Vacant Position Internal - External

**Posting Date:** March 7, 2019 **REQ# 192351**  
**Division:** Anti-Fraud  
**Job Vacancy:** Fraud Investigator  
**Compensation Rate:** \$25.00 hrly./ \$52,000 annual *entry level or commensurate with experience*  
**Position Type:** Unclassified, Regular, Full-Time, Nonexempt, Benefits-Eligible  
**Closing Date:** March 26, 2019  
**Contact Person:** Dale Hubbell; (785) 291-3801

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### **Primary Job Duties** *(Not All Inclusive)*

- Conduct investigations of complaints of alleged illegal conduct or material non-compliance with the insurance fraud statutes or other insurance laws and regulations.
- Analyze a variety of records to determine operational and financial condition of an entity.
- Identify, contact, and interview victims, witnesses and principles, taking statements and gathering information and evidence relevant to the claim.
- Prepare report of findings; presentation to superior, prosecuting authority, law enforcement agencies, other state insurance departments or at administrative hearings or in court.
- Prepares and serves orders of subpoenas, affidavits, and warrants.
- Testifies as a witness in court and administrative proceedings.
- Consults with department legal division to determine if prosecution or administrative sanctions are warranted.
- May conduct surveillance activities relating to insurance fraud.

**Education, Experience and Certification:** Graduation from an accredited four-year college or university with major coursework in criminal justice, and accounting, business administration or related fields. Professional or technical experience in an insurance company 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.

- Five (5) years of experience in law enforcement investigations or insurance industry investigations preferred.
- Knowledge of criminal investigation techniques and procedures.
- Knowledge of computer software including word processing, spreadsheet and database applications.
- Ability to establish and maintain relationships with public officials, private industry officials, and individuals affected by fraud and maintain calmness under pressure.
- Ability to interview, evaluate information, then organize in a clear and concise written format.

**Preferred Requirements:**

- KS Certified Law Enforcement Officer.
- Certified Fraud Examiner.

**Other Requirements:**

- Professional Demeanor.
- Excellent Organizational scheduling and prioritization skills.
- Ability to manage multiple assignments, meet deadlines, work independently and implement instructions given by senior staff members.
- Maintain high level of confidentiality, ethics and integrity.
- Superior writing and communication skills with the ability to communicate well with individuals from various backgrounds.
- Proficient in Microsoft Word, Excel and PowerPoint.

**Key Requirements:**

- Verification of identity and employment eligibility to work in the U.S. is required by federal law.
- You must register your personal data and submit your complete application in order to be considered.
- You may be subject to a background/suitability investigation/determination.

**Veterans Preference' Eligible**

Former military personnel or their spouse that have been verified as a “veteran” under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans’ preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager. Additional VPE information can be found at <http://da.ks.gov/ps/aaa/recruitment/veterans.htm>.

**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**. Include REQ# 192351 on all correspondence when submitting documents.

**Step 3:** Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue’s website at <http://www.ksrevenue.org/taxclearance.html>. Send the Kansas Tax Clearance Certificate along with your other application materials to [KID.HR@ks.gov](mailto:KID.HR@ks.gov).

**KANSAS TAX CLEARANCE CERTIFICATE REQUIRED** A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual’s account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. **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 785-291-3801.

*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 Insurance Department is an Equal Opportunity Employer***