



# Kansas Insurance Department

Vicki Schmidt, Commissioner of Insurance

---

## Announcement of Vacant Position Internal - External

**Posting Date:** May 9, 2019                      **REQ# 193310**  
**Division:** Legal Division  
**Job Vacancy:** Legal Assistant/Paralegal  
**Compensation Rate:** \$19.23 to \$24.03 *commensurate with experience*  
**Position Type:** Unclassified, Regular, Full-Time, Nonexempt, Benefits-Eligible  
**Closing Date:** **Open Until Filled**  
**Contact Person:** Dale Hubbell; (785) 291-3801

---

This position is responsible for assisting in the administration of a fund with a multi-million dollar budget, on behalf of the Commissioner of Insurance in her capacity as Administrator of the Kansas Workers' Compensation Fund.

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

- Review Workers' Compensation documents and files. Review file and coordinate with outside Fund attorneys to calculate accurate payments to claimants, respondents and vendors. Monitor demand letters to assure payment is made within the specified time limits. Process payments to providers, claimants and Fund attorneys.
- Review awards and journal entries on running awards in Workers' Compensation cases for changes in amounts of awards, monthly payments and percentage of Fund liability. Coordinate changes with Fund accountants.
- Coordinates computer functions of the Fund's programs with Information Technology and prepares databases and other computer programs necessary for the Fund to efficiently carry out its statutory duties.
- Maintains and oversees the tracking of Fund files between Legal and the Financial Services Division and provides statistical data regarding the same to the Fund's staff attorney.
- Establish pending Workers' Compensation files for breakdown of payments letter and notify respondent that payments to the claimant have begun.
- Establish and maintain communication with outside Fund attorneys by telephone and in person. Establish and maintain communication with Kansas Department of Labor, Division of Workers' Compensation. Attend appropriate CLE programs and Workers' Compensation seminars.

Other duties as required, including but not limited to, completion of miscellaneous projects assigned by Fund staff attorney, legal research and drafting of tentative legal documents and reports.

**Education, Experience and Certification:** Bachelor's degree (preferably with emphasis in public administration, business, or a related area), or specialized paralegal training combined with experience. 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.

**Preferred Qualifications**

- Experience as a legal assistant or paralegal.
- Knowledge of legal ethics, legal research techniques and procedures, state and federal court laws and regulations, state and federal court rules and procedures, legal terminology and investigative skills, and principles and practices of administration.
- Exceptional organizational and communication skills.
- Superior writing and communication skills with the ability to communicate well with individuals from various backgrounds.
- Ability to independently handle confidential and sensitive matters using excellent judgment and professionalism.
- 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 and then organize in a clear and concise written format.
- Ability to manage multiple assignments, meet deadlines, work independently and implement instructions given by senior staff members.
- 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# 192370 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 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 Insurance Department is an Equal Opportunity Employer***