



Kansas Insurance Department

Vicki Schmidt, Commissioner of Insurance

Announcement of Vacant Position Internal - External

Posting Date: March 8, 2019 **REQ#** 192370
Division: Securities and 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: March 26, 2019
Contact Person: Dale Hubbell; (785) 291-3801

This Legal Assistant/Paralegal position will support both the Securities Division and the Legal Division within the Kansas Insurance Department.

Primary Job Duties *(Not All Inclusive)*

- Maintains the Securities Commissioner's administrative case files, docket, administrative hearing calendar and other official records.
- Processes new administrative actions and maintains the administrative case registry, docket and administrative court calendar.
- Corresponds with office staff, respondents and their counsel regarding case management. Prepares and serves official administrative court correspondence including certificates of service and orders.
- Provides advanced document management support, including processing investigative case documents using the office's case information database (CID) with the Securities Enforcement and Compliance staff and records custody and retention. Work is performed under direction of the Chief Regulatory Counsel and the Securities Commissioner and is coordinated with other legal, administrative and management positions within the office.
- Assist with disciplinary matters on agent licensing issues including drafting orders, investigating and gathering facts on cases regarding applications for agent licenses and currently licensed agents.
- Assist with market conduct and consumer assistance reviews by organizing, reviewing and summarizing documentation.
- Assist with administration of workers' compensation fund.
- Gather and arrange evidence and other legal documents for attorney review and case preparation.
- Conduct research on relevant laws and regulations.

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.

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