



Kansas Insurance Department

Vicki Schmidt, Commissioner of Insurance

Announcement of Vacant Position Internal - External

Requisition Number: 193350
Posting Date: May 13, 2019
Division: Property and Casualty
Job Vacancy: Policy Examiner
Compensation Rate: \$17.50 - \$18.50 per hour - Commensurate w/ *Experience*
Position Type: Unclassified, Regular, Full-Time, Nonexempt, Benefits Eligible
Closing Date: Open until filled
Contact Person: Julie McLaughlin; (785) 296-3918

Primary Job Duties (*Not All Inclusive*):

- Examines rules, forms and rates submitted by insurance companies and rating organizations to determine compliance with applicable Kansas statutes and departmental regulations.
- Corresponds with filer outlining acceptance or conflicts with the statutes and regulations.
- Audits premium tax returns and fee material submitted by insurance companies.
- Responds to complaints and/or inquiries received from insurance companies, rating organizations, insurance agents and consumers regarding property and casualty insurance matters.
- Investigates consumer complaints and/or inquiries which may be statutory violations by insurance companies and contacts necessary individual(s) to resolve.
- Analyzes or recommends possible legislation pertaining to property and casualty insurance.
- Prepares draft departmental bulletins regarding new property and casualty statutes and regulations.
- Responds to insurance companies regarding interpretation of insurance statutes and regulations.
- Assists the department's market conduct unit in market surveillance activities.

Education/Experience:

Graduation from an accredited four-year college or university with major course work in business administration or related field(s). 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. Insurance background strongly preferred. Prior experience reading and interpreting statutes preferred.

Knowledge, Skills and Abilities:

- Knowledge of common computer software including word processing, spreadsheet, database and web-based applications required.
- Knowledge of general office practices including: typing, arithmetic, grammar, spelling and proofreading required.
- Knowledge of federal and state laws and regulations governing the area of property & casualty insurance regulation preferred.
- Prior experience reading and interpreting statutes preferred.
- Strong analytical skills required.
- Ability to interpret and apply statutes, regulations and procedures to carry out assignments and make decisions relative to insurance industry filings.
- Ability to communicate technical information; conduct formal presentations; and negotiate with others to resolve issues.

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>

How To Apply:

Step 1: Create an Account at the State of Kansas Careers website at:

<https://admin.ks.gov/services/state-employment-center/sec-home>

Step 2: Once you have created an account, complete the online State of Kansas application form and upload your cover letter, resume and college transcripts along with the application.

Step 3: Submit the Kansas Tax Clearance Certificate along with your other application materials.

Recruiter Contact: Julie McLaughlin

Phone: 785-296-3918

Fax: 785-296-8848

Email: julie.mclaughlin@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>. 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