



# Kansas Insurance Department

Vicki Schmidt, Commissioner of Insurance

---

## Announcement of Vacant Position Internal – External

**Posting Date:** February 26, 2019      **REQ# 192226**  
**Division:** Legal Division  
**Job Vacancy:** Attorney  
**Compensation Rate:** \$57,000 entry level *or commensurate with experience*  
**Position Type:** Unclassified, Regular, Full-Time, Exempt, Benefit's-Eligible  
**Closing Date:** March 22, 2019  
**Contact:** Dale Hubbell at 785-291-3801

---

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

- Serves as lead attorney responsible for administration of the Workers' Compensation Fund (the Fund). Prepares annual reports of the Fund. Responds to legislative inquiries and prepares legislative testimony regarding Workers' Compensation or the Fund. Advises the Commissioner of Insurance and the General Counsel on legal and policy issues pertaining to the Fund.
- Monitors the process of litigation and the work of outside counsel appointed to represent the Fund. Authorizes expenditures of attorneys' fees, medical invoices, costs, etc. Authorizes appellate action and provides advice regarding policy matters and litigation techniques. Works closely with the Fund legal assistant, Kansas Insurance Department (KID) accountants, and the Director of Financial Services regarding payments to the claimants of the Fund.
- Provides legal support to other division within the agency on an as needed basis.
- Assists other division in analyzing legislative proposals, public policy issues and consumer/agent/company grievances.
- Assists other divisions in general enforcement of the Kansas insurance statutes and regulations.
- Provides assistance with review and processing of rate and form filings.
- Assists other attorneys within the legal division.
- Attends depositions, hearings, and appellate arguments on behalf of KID.
- Negotiates settlements.
- Represents KID at public events.

### Education, Experience, Knowledge & Abilities:

- Graduation from an accredited law school.
- Certificate of admission to the Bar of the Supreme Court of Kansas.
- Knowledge of administrative and insurance law 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.

- 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 establish and maintain effective working relationships with other employees, insurance company 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>

**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](#).

**Step 3:** Send the following documents to Human Resources at [kid.hr@ks.gov](mailto:kid.hr@ks.gov). **Include the REQ #192226** in the email.

- Kansas Tax Clearance Certificate
- Cover Letter
- Resume
- College Transcripts

**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 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*