



# Office of the Kansas Securities Commissioner

*A division of the Kansas Insurance Department*

Ken Selzer, CPA, Commissioner of Insurance  
John Wine, Interim Securities Commissioner

## **Announcement of Vacant Position Internal – External**

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<b>Posting Date:</b>	January 24, 2018	REQ# 188705
<b>Job Vacancy:</b>	Staff Attorney	
<b>Compensation Rate:</b>	\$54,000 entry level or commensurate with experience	
<b>Position Type:</b>	Unclassified, Regular, Full-Time, Exempt, Benefit's-Eligible	
<b>Closing Date:</b>	<b>February 24, 2018</b>	
<b>Contact:</b>	Kathy Ramskill at 785-296-2124	

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

- Assists in interpreting and enforcing the provisions of the Kansas Uniform Securities Act.
- Prepare compliance and enforcement administrative cases for litigation under the Kansas Uniform Securities Act, including assisting compliance and enforcement personnel in their investigations. These cases and investigations tend to be document intensive and require prolonged attention to detail. Applicants must have an ability to maintain and organize voluminous documents and information.
- Prepare enforcement investigations for criminal prosecution by the Kansas Attorney General's Office, including providing legal advice to enforcement personnel regarding criminal procedure matters such as the Fourth and Fifth Amendments and help in the preparation of subpoenas and search warrants.
- Prosecute administrative actions, including judicial review and appeals. Cases tend to be litigated primarily through written pleadings and motions practice with some administrative hearing practice, conducted under the Kansas Uniform Securities Act and Kansas administrative procedure act and consistently with the rules of evidence and civil procedure.
- Applicants should be skilled in the use of computer software, particularly Microsoft Word and Excel.
- Obtain continuing legal education with emphasis on topics relevant for securities regulation. Passage of exams administered by the Financial Industry Regulation Authority (FINRA) is encouraged and supported by the agency.
- Monitor and report regarding industry developments, with opportunities to participate in the North American Securities Administrators Association (NASAA).

### **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 securities law preferred.
- No prior experience in the securities industry is required, but applicants with coursework or experience related to securities (including accounting, finance, administrative law, and business associations) will be 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.
- Knowledge of criminal law and procedure 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 analyze financial documents and instruments required.
- Ability to establish and maintain effective working relationships with other employees, securities industry 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>
- Please submit your cover letter, resume, college transcripts, and valid Kansas Tax Clearance Certificate to [kathy.ramskill@ks.gov](mailto:kathy.ramskill@ks.gov).

**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.

**Step 3:** Send the Kansas Tax Clearance Certificate along with your other application materials to [kathy.ramskill@ks.gov](mailto:kathy.ramskill@ks.gov).

Recruiter Contact: Kathy Ramskill

Phone: 785-296-2124

Fax: 785-296-6872

Email: [kathy.ramskill@ks.gov](mailto:kathy.ramskill@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>. **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 785-296-2124.**

*Individuals with disabilities are encouraged to contact the Recruiter if reasonable accommodations are needed for any part of the application or hiring process.*

***The Office of the Securities Commissioner of Kansas, a division of the Kansas Insurance Department, is an Equal Opportunity Employer***