



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Office Administrative Specialist
Division: Unclaimed Property
Location: Springfield
Union: AFSCME

Overview: The Office Administrative Specialist in Claims Review is a clerical position responsible for training new claims staff, assigning claims for processing and payment and conducting all manner of communication internally and externally in order to provide efficient services. An employee in this classification will also process more complex claims. It is the goal of this position to help create an efficiently run Unclaimed Property division. Attendance is an essential function of this position.

Duties and Responsibilities:

- Will be the primary person training new staff or delegating training to other staff members dependent on area of expertise
- Provides support in creating and updating the Unclaimed Property training/information manual
- Reviews and approves all claims up to and including 3rd level
- Primary tester, evaluator and reporter on new or revised releases and will designate to other staff members dependent on areas of expertise
- Provide support to staff regarding processes and procedural/legal review questions related to timely processing and closure of claims
- Initiates and processes claims
- Communicates with co-workers, private citizens and/or their legal representatives via telephone, written correspondence, e-mail or in person concerning unclaimed property issues

Required Skills:

- Extensive knowledge of KAPS System
- Experienced with Microsoft Outlook preferred
- Excellent communication and interpersonal skills required
- Knowledge of the Illinois Probate Code
- Knowledge of non-Illinois applicable probate laws
- Knowledge of JCAR that governs Unclaimed Property

Education and Work Experience: Associate's degree, Bachelor's degree desired; must be currently employed in Office Specialist position, three (3) or more years of related office experience, and five (5) or more years of related unclaimed property industry experience.

Application Process: Send completed application including letter of interest and resume via email to:

Chief Operating Officer @ HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

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