



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**

**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Office Specialist  
**Division:** Unclaimed Property  
**Union:** AFSCME  
**Location:** Springfield, Illinois

**Overview:** The Office Specialist in Claims Review is a clerical position responsible for the processing of claims for Unclaimed Property and conducting all manner of communication needed in order to provide efficient services. An employee in this classification will also process more complex claims. It is the goal of the Office Specialist to reunite owners with unclaimed property.

**Duties and Responsibilities:**

- Serves as initial contact for incoming telephone calls and handles as appropriate.
- Performs duties related to the daily settlement process and warrant processing as needed.
- Reviews and indexes any claim to closure; specializing in estate claims and approval.
- Performs various research functions related to incoming claims to identify potential properties available to be claimed.
- Processes all incoming and outgoing mail; utilizing various specialized equipment.
- Performs clerical functions; including but not limited to filing and letter preparation.
- Communicates with co-workers, private citizens and/or their legal representatives via telephone, written correspondence, and e-mail or in person concerning unclaimed property issues.

**Requirements/Qualifications:** Requires proficiency with Microsoft Office Products, strong communication and organizational skills and the ability to maintain satisfactory working relationships with all levels of staff and the general public. Familiarity with the Unclaimed Property Act preferred.

**Education and Work Experience:** Associate's degree, Bachelor's degree desired; three (3) or more years of related office experience, and one (1) or more years of related unclaimed property industry experience; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to carry out the duties of the position.

**Application Process:** Send a completed employment application, a letter of interest and resume via email to:

**Director of Human Resources & Equal Employment Opportunity**

**Email:** [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)

[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](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.

Posting Dates: October 27 – November 14, 2016

State Capitol  
Room 219  
Springfield, IL 62706  
Phone: (217) 782-2211  
Fax: (217) 785-2777  
TTY: (866) 877-6013

James R. Thompson Center  
100 West Randolph Street  
Suite 15-600  
Chicago, IL 60601  
Phone: (312) 814-1700  
Fax: (312) 814-5930  
TTY: (866) 877-6013

Illinois Business Center  
400 West Monroe Street  
Suite 401  
Springfield, IL 62704  
Phone: (217) 782-6540  
Fax: (217) 524-3822  
TTY: (866) 877-6013

Myers Building  
One West Old State Capitol Plaza  
Suite 400  
Springfield, IL 62701  
Phone: (217) 785-6998  
Fax: (217) 557-9365  
TTY: (866) 877-6013