



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Vault Security and Operations Specialist
Division: Unclaimed Property
Location: Springfield, Illinois
Salary: Commensurate with experience
Work Hours: 8:30 A.M. – 5:00 P.M.

Overview: The Vault and Safekeeping Specialist documents and maintains all tangible unclaimed property submitted to the State Treasurer's Office for safekeeping. This position is responsible for checking property in and out of the facility, processing property and cash, maintaining property inventory, and preparing property for delivery. This position requires the enforcement of rules to protect the premises and property of the State of Illinois and its constituents.

This position is for a period of one (1) year not to exceed two (2) years.

Duties and Responsibilities:

- Schedules delivery, inventory and storage of unclaimed safe deposit boxes.
- Assists in all aspects of recording items collected and the balancing of all items and cash processed using appropriate methods and documentation.
- Ensures error free and accurate cataloging of property into database.
- Helps management insure that vault staff is following all established policies, procedures and guidelines.
- Supports all aspects of online and live auction workflows.
- Monitors and verifies location of property of safe deposit box claims held in vault.
- Returns property to owners when claims are appropriately processed and approved.
- Maintains accurate computer records to reflect current information.
- Verifies receipt of unclaimed property safe deposit boxes.
- Follows up on all details of issues and ensures quality control is maintained.

Required Skills:

- Cash handling experience in the secure logistics or banking industry
- Strong working knowledge of Microsoft Office products including high proficiency in Excel
- High attention to detail and ability to work independently and as a team player in a deadline oriented environment. Ability to listen and communicate effectively and understand policies and procedures
- Physical ability to perform repetitive movements, sit, stand, walk and bend and ability to lift up to 50 lbs. and pull/push carts weight up to 1000 lbs.
- Ability to work in an enclosed high security setting

Education and Work Experience:

Bachelor's degree in Business, Accounting or other related field; minimum of 3 years' experience in at least one of the following: cash handling, inventory control; deposit processing, vault balancing, account reconciliation, ATM Processing, cashier experience, or teller 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 completed application including letter of interest and resume via email to

Director of Human Resources & Equal Employment Opportunity @ 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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