



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**  
**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Vault Security and Operations Specialist  
**Division:** Unclaimed Property  
**Salary:** \$42,000/annual  
**Location:** Springfield, Illinois

**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, preparing property for delivery, assisting with all aspects of Unclaimed Property auctions. This position requires the adherence and enforcement of rules to protect the premises and property of the State of Illinois and its constituents.

**Duties and Responsibilities:**

- Schedules delivery, inventory, reconciling and storage of unclaimed safe deposit boxes.
- Provides confidential administrative support to the Manager of Vault Security and Operations.
- Helps management ensure that vault staff is following all established policies, procedures and guidelines, and follows up on all issues to ensure quality control is maintained.
- Assists in all aspects of recording items collected and the reconciling of all items and cash processed using approved methods and documentation.
- Ensures error free and accurate cataloging of property into database and maintains accurate computer records to reflect current and correct information.
- 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.
- Supports all aspects of online and live auction workflows, including working with vendors to obtain appraisals and other key information in preparation of auction items.
- Works with management and software vendor in problem resolution and system enhancement.

**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.
- 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 500 lbs.
- Ability to work in an enclosed high security setting and maintain confidentiality.

**Requirements/Qualifications:** 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.

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

**Chief Operating Officer at [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.

State Capitol  
Room 219  
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Phone: (217) 782-2211  
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TTY: (866) 877-6013

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100 West Randolph Street  
Suite 15-600  
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Phone: (312) 814-1700  
Fax: (312) 814-5930  
TTY: (866) 877-6013

Illinois Business Center  
400 West Monroe Street  
Suite 401  
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Phone: (217) 782-6540  
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Myers Building  
One West Old State Capitol Plaza  
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