STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER

POSITION ANNOUNCEMENT

Posting Date: February 13, 2015

Cover letters, application and résumés will be accepted until filled by the HR Manager, 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma 73105.

Claims Auditor I
(Unclaimed Property)

Tentative Examination Weights:	Education and Experience
Monthly Salary Range:	$2,333.34 - $3,583.34
Annual Salary Range:	$28,000 - $43,000

Duties and Responsibilities: Performs office audits of claims and other business records and documents to determine or verify compliance with laws and regulations. Advises claimants concerning the interpretation and application of the statutes and regulations pertaining to unclaimed property, and depending on the complexity, consults with supervisor or lead staff member on proper action to be taken.

Minimum Requirements: Knowledge of accounting/bookkeeping principles and practices; of the principles and practices of business organization and management; of business communications; and of state unclaimed property law and regulations and their applications. Completion of an undergraduate degree, and one year of qualifying experience in business, accounting, finance or public administration. Import writing or data extraction experience a plus.

The Office of the State Treasurer is an Equal Opportunity Employer.

www.ok.gov/treasurer

CLAIMS AUDITOR

BASIC PURPOSE:

Under general supervision, performs auditing work in the verification of reported unclaimed property by the review of claimants' reports and records.

Positions in this class perform auditing work at the full performance level and may conduct routine to advanced research or interviews to determine reporting duties. Complex or unusual problems will generally be referred to the supervisor or lead staff member for resolution.

TYPICAL FUNCTIONS:

The functions within this job family will vary by level, but may include the following:

- Communicate professionally with internal and external stakeholders in person, on the telephone and in writing. Initiate and maintain cooperative relationships with co-workers, managers and supervisors, claimants, and members of the public.
- Performs increasingly difficult office audits of claims and other business records and documents to determine or verify compliance with laws and regulations.
- Advises claimants concerning the interpretation and application of the statutes and regulations pertaining to unclaimed property, and depending on the complexity, consults with supervisor or lead staff member on proper action to be taken.
- Maintains records and submits oral and written reports concerning cases and activities.
- Confers with attorneys, accountants and other professionals in administering the unclaimed property laws of the State.
- Performs related work as required and assigned.

LEVEL DESCRIPTORS:

This job family consists of two levels and incumbent employees are responsible for performing all functions related to the position to which assigned.

Level I **Code: 0755** **Salary: $28,000 - $43,000**

Knowledge, Skills and Abilities required to perform work at this level include Knowledge of accounting/bookkeeping principles and practices; of the principles and practices of business organization and management; of business communications; and of state unclaimed property law and regulations and their applications. Also required is skill in establishing and maintaining effective working relationships with other employees, and the general public; in determining unclaimed property reporting duties based upon review of records; and in expressing ideas clearly and concisely, both orally and in writing.

Education and Experience Completion of an undergraduate degree, and one year of qualifying experience in business, accounting or public administration. Report/import writing or data extraction experience a plus.

SPECIAL REQUIREMENTS:

Applicants must be willing and able to perform all job-related travel normally associated with this position.

EEOC: Administrative Support Salary Range: $28,000 to $43,000 Adopted March 14, 2014

Job Code: 0755