

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV13901</b>
<b>Job Class Code:</b>	<b>801</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>9/21/07</b>	<b>Effective Date:</b>	<b>9/21/07</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES: TAX ANALYSIS SERIES**

**JOB CODE TITLE: UNCLAIMED PROPERTY SPECIALIST 1**

**HRIS TITLE: UNCLAIMED PRPTY SPCT 1**

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs entry level professional work in the Unclaimed Property Section. Conducts less complex tasks, including the screening and registration of claims, to expedite service and maintain internal controls. Assists with the intake, processing, and payment of unclaimed property, unclaimed property reports and unclaimed property claims by the appropriate application of program rules, regulations, policies and procedures. The Unclaimed Property Specialist 1 is distinguished from the Unclaimed Property Specialist 2 by the performance of less complex work, within well defined procedures. Decision making is typically restricted to routine operational matters.

**EXAMPLES OF DUTIES:** Conducts initial analysis and examination of claim forms and evidence to assist in determining the rightful ownership of property and the claimant's entitlement to payment. Responsible for the maintenance of the accounting and recordkeeping systems for the program and writes simple correspondence and reports. Responsible for the analysis and interpretation of applicable state statutes regarding unclaimed property, domestic relations and probate matters and the policy, procedures and regulations of related industries as they affect unclaimed assets; analysis of correspondence and documents received to determine which team members have the authority to act on or resolve. Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Basic knowledge of PC, office machinery and telephone system operating procedures; English usage, grammar vocabulary, spelling, and arithmetic; general rules, regulations, policies, procedures, systems and all applicable laws; customer service techniques.

**Skill in:** Analyzing and making sound decisions; organization skills; interpreting and applying rules, regulations and statutes; preparing and responding to a variety of customer requests; interpersonal skills.

**Ability to:** Work in cooperation with internal and external stakeholders; examine records and make accurate assessments; gather and report facts; establish priorities; comprehend and follow complex written instructions and apply them to varying situations; interpret and retain new information; research and gather data from appropriate sources related to assignments.

**SPECIAL SELECTION FACTORS:** Work experience and on the job training in the fields of unclaimed property, finance, audit or securities or college level education in the fields of accounting, business or public administration.