

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV13902
Job Class Code:	801	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	9410		

Job Code Established:	9/21/07	Effective Date:	9/21/07
Job Code Revised:		Effective Date:	

JOB CODE SERIES: TAX ANALYSIS SERIES

JOB CODE TITLE: UNCLAIMED PROPERTY SPECIALIST 2

HRIS TITLE: UNCLAIMED PRPTY SPCT 2

CHARACTERISTICS OF THE CLASS: Under limited supervision, performs journey level professional work of considerable difficulty in the area of claims processing within the Unclaimed Property Section. Performs in an investigator role, working independently while validating and substantiating the claims of ownership of unclaimed property. Responsible for the application of program rules, regulations, policies and procedures, the laws affecting ownership for all 50 states, federal regulations and international restrictions. The Unclaimed Property Specialist 2 is distinguished from the Unclaimed Property Specialist 1 by the performance of more complex work, and greater independence in performance of more complex work.

EXAMPLES OF DUTIES: Oversees and coordinates a workload of claims; analyzes and examines claim forms and evidence to determine rightful ownership of property; analyzes and interprets applicable state statutes regarding unclaimed property, probate and domestic relations matters and the policy, procedures and regulations of related industries; explains policies, procedures, practices and decisions to claimants; independently gathers information from various sources; reviews and reads evidentiary documents; approves payment; distributes safe deposit contents, savings bonds, bearer bonds, and certificate of deposit documents to rightful owners. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Routine office procedures and office organization; basic PC, office machinery and telephone system operating procedures; unclaimed property, escheated property, securities, probate and domestic relations statutes; related industries rules and regulations; policy and procedures for determining ownership of unclaimed property; statute, rules and policy governing confidentiality.

Skill in: Using automated systems; mathematics; comprehensive analytical and decision making; interpreting and applying rules, regulation and statutes; verbal and written communication.

Ability to: Work in cooperation with internal and external stakeholders; make independent decisions, judgments and resolve complex problems; examine records and compile evidence; gather and report facts; comprehend written and verbal instructions and apply them to varying situations; perform difficult analytical work; maintain several assignments concurrently; meet critical deadlines.

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.