



**STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER**

POSITION ANNOUNCEMENT

Posting Date: April 15, 2013

Applications, cover letters and résumés will be accepted until filled by the HR Manager, by email at jobs@treasurer.ok.gov, by mail at 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma 73105 or by fax at (405) 521-4993. Download an application at www.ok.gov/treasurer.

Unclaimed Property Services Specialist

Tentative Examination Weights: Education and Experience

Monthly Salary Range: \$1,813.00 - \$3,021.67

Annual Salary Range: \$21,756.00 - \$36,260.04

Duties and Responsibilities: knowledge of computer operating systems and related equipment; of technical terminology; and of modern office practices related to the use of management information systems. Ability is required to gather, organize and present data, to communicate effectively; to establish and maintain effective working relationships with others; and to translate user terminology to and from management information systems terminology. Ability is required to assist in preparing financial information and reports; to review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals.

Minimum Requirements: a bachelor's degree Computer Science, MIS or equivalent or an equivalent combination of education and experience, or a bachelor's degree in accounting or a bachelor's degree in business, finance or a closely related field or an equivalent combination of education and experience.

The Office of the State Treasurer is an Equal Opportunity employer.
www.ok.gov/treasurer

UNCLAIMED PROPERTY SERVICES SPECIALIST

BASIC PURPOSE:

This position is assigned responsibilities involving the coordination of a variety of administrative support or technical services related to providing information services for the Unclaimed Property Program. This position also performs professional level work in the maintenance, analysis, interpretation and management of financial accounting data. This position may also provide administrative support for program areas and support functions, or provide administrative support to an administrator or an official.

TYPICAL FUNCTIONS:

- Confers with users or reviews requests for services or other information to identify requirements for information services; coordinates with operations or applications staff, or vendors as needed to provide required services or support. Evaluates program adequacy using test data; detects and identifies deviations from expected program results.
- Obtains various types of information and reports using existing programs and systems; consults with appropriate operations or applications staff to identify needs for reports or other production requirements; provides assistance in identifying available services and providing coordination between users and information services staff.
- Assists in maintaining various ledgers, journals, registers and other fiscal records; allocates revenues to appropriate functions; classifies expenditures and posts to various accounts as required.
- On a limited basis, reviews and processes expense vouchers, invoices, and other fiscal documents for payment; reconciles various financial reports and other data concerning fiscal operations.
- Interprets and advises internal and external customers on departmental or program rules, regulations, and laws.
- Enters and retrieves information using Personal Computer or other data processing equipment and receives and reviews coded and uncoded source documents; reviews data and makes routine corrections.
- Performs increasingly difficult office audits of claims and other business records and documents to determine or verify compliance with laws and regulations.
- Prepares claims and 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.
- Confers with attorneys, accountants and other professionals in administering the unclaimed property laws of the State.
- Performs related work as required and assigned.

SPECIAL PROJECTS INCLUDE:

Accounting duties require reissuing warrants, receipting holder reports, processing claims through settlement and preparing mineral interest reports according to Oklahoma Statute.

IS Services Coordinator duties require reviewing reports from contractors who examine, collect and process property on behalf of the State, analyzing fees for “audit” activity. Prepare heirfinder query and reports, flowcharts of workflow (using Visio), create various Oracle reports/scripts, test queries, update laptops for outreach, and will be key staff for the development and implementation of the imaging project. Prepare script, coordinate the timeline between the printing contractor and OST for advertising the Pot of Gold. Uploading claims daily to the website and creating Powerpoint presentations.

Administrative/Claims duties will require preparing timesheets for staff using the Jantek Time Keeping System (software administration).

One Level

Code: 0163

Salary Band: \$21,756 - \$36,260

Knowledge, Skills and Abilities required in this position include advanced knowledge of computer operating systems and related equipment; of technical terminology; and of modern office practices related to the use of management information systems. Ability is required to gather, organize and present data, to communicate effectively; to establish and maintain effective working relationships with others; and to translate user terminology to and from management information systems terminology. Ability is required to assist in preparing financial information and reports; to review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals.

Education and Experience requirements at this level consist of a bachelor’s degree Computer Science, MIS or equivalent or an equivalent combination of education and experience, or a bachelor’s degree in accounting or a bachelor’s degree in business, finance or a closely related field or an equivalent combination of education and experience.