



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**

**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Office Associate (2 positions available)  
**Division:** Unclaimed Property  
**Union:** AFSCME  
**Location:** Springfield, Illinois  
**Salary:** \$39,540/annual pursuant to AFSCME Collective Bargaining Agreement

**Overview:** The Office Associate is a clerical position responsible for processing claims for Unclaimed Property and conducting all manner of communication needed to provide efficient services. It is the goal of this position to facilitate the return of unclaimed property to the rightful owners.

**Duties and Responsibilities:**

- Serves as initial contact for incoming Unclaimed Property telephone calls and handles calls as appropriate.
- Completes data entry of new claim information.
- Communicates with co-workers, private citizens or their legal representatives via telephone, written correspondence or in person concerning claim/report status and/or proper completion of claim requirements.
- Researches database for properties for inclusion in claim.
- Receives, processes, and distributes incoming communication as needed, e.g. US mail, certified/express packages, faxes, email and telephone messages.
- Performs clerical functions; including but not limited to filing and letter preparation.
- Reviews and indexes constituent claims for closure.
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above.

**Requirements/Qualifications:** Requires proficiency with Microsoft Office Products, strong communication and organizational skills and the ability to maintain satisfactory working relationships with all levels of staff and the public. Familiarity with the Unclaimed Property Act preferred.

**Education and Work Experience:** Associates degree desired; two (2) or more years related office experience, and two (2) years customer service experience; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to carry out the duties of the position.

**Application Process:** Send a completed employment application, a letter of interest and resume via email to:

**Chief Operating Officer**  
**Email: [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)**

[http://illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](http://illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities)

Equal Employment Opportunity Employer • Applicants must be lawfully authorized to work in the United States.  
Posting Dates: June 4, 2019 – June 19, 2019

State Capitol  
Room 219  
Springfield, IL 62706  
Phone: (217) 782-2211  
Fax: (217) 785-2777  
TTY: (866) 877-6013

James R. Thompson Center  
100 West Randolph Street  
Suite 15-600  
Chicago, IL 60601  
Phone: (312) 814-1700  
Fax: (312) 814-5930  
TTY: (866) 877-6013

Illinois Business Center  
400 West Monroe Street  
Suite 401  
Springfield, IL 62704  
Phone: (217) 782-6540  
Fax: (217) 524-3822  
TTY: (866) 877-6013

Myers Building  
One West Old State Capitol Plaza  
Suite 400  
Springfield, IL 62701  
Phone: (217) 785-6998  
Fax: (217) 557-9365  
TTY: (866) 877-6013