



OFFICE OF THE ILLINOIS STATE TREASURER  
MICHAEL W. FRERICHS

**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Office Coordinator  
**Division:** Unclaimed Property  
**Union:** AFSCME  
**Location:** Springfield, Illinois  
**Salary:** \$40,800/annual pursuant to AFSCME Collective Bargaining Agreement

**Overview:** This is an administrative support position in the Reporting Section that assists in receipt, tracking, editing and processing of holder remittances into the unclaimed property database. The primary goal of this position is to ensure property is accurately entered into the database ensuring that property is accounted for and available for return to owners. Attendance is an essential function of this position.

**Duties and Responsibilities:**

- Assists with updating and correcting the holder database.
- Ensures that changes in holder status, name and location are recorded for processing and future mailings
- Identifies and adds new holders to the database, screens information to ensure holders meet appropriate criteria.
- Receives and records unclaimed property annual reports into unclaimed property database. This includes opening and sorting mail; ensuring that all checks and stock certificates are appropriately attached to reports sent to the Fiscal Operations Division.
- Codes, edits and verifies accuracy and completeness of unclaimed property reports submitted in electronic format into the unclaimed property database.
- Makes phone calls or sends follow up emails to holders not in compliance with the reporting procedures and appropriately noting actions under the Report ID.
- Communicates with holders regarding incomplete report information discovered in editing.
- Answers questions from holders concerning the correct procedure for filing and submitting unclaimed property.

**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:** Associate degree desired; three (3) 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: May 6, 2019 – May 20, 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