



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Office Coordinator
Division: Unclaimed Property
Union: AFSCME
Location: Springfield, Illinois
Work Hours: 8:30 A.M. – 5:00 P.M.

Overview: This is an administrative support position in the Reporting, Examination & Compliance section that assists in receipt, tracking, editing and processing of holder remittances to the Unclaimed Property database. This position assists with editing and correcting the semi-annual publication of owners of unclaimed property along with other notification programs utilized by the unit. The primary goal of this position is to ensure property is accurately entered into the database so that property can be accounted for and returned 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.
- Receives and records unclaimed property annual reports into UPS2000 database. This includes opening and sorting mail, central mail processing and re-logging annual reports ensuring that all checks and stock certificates are appropriately attached to reports to be sent to the Accounting/Warrant Division.
- Codes, edits and verifies accuracy and completeness of unclaimed property reports submitted in paper and electronic format into the UPS2000 database.
- Generates and mails reporting forms and instructions upon requests from holders.
- Sends follow up letters to holders not in compliance with the reporting procedures.
- Communicates with holders regarding incomplete report information discovered in editing.
- Assists in editing the semi-annual publication reports, and other discretionary programs, in order to ensure that owners of remitted accounts are notified in accordance with the Uniform Disposition of Unclaimed Property Act.

Requirements/Qualifications: Requires competency with Microsoft Office Products and strong communication and organizational skills. Familiarity with the Unclaimed Property Act preferred.

Education and Work Experience:

Associate's degree, bachelor's degree desired; three (3) or more years of related office experience, and one (1) or more years of related unclaimed property industry 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:

Deputy Chief of Staff for Human Resources & Equal Employment Opportunity

Email: HR@illinoistreasurer.gov

<http://www.illinoistreasurer.gov/about-us/employment.aspx>

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States.

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