



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

**POSITION ANNOUNCEMENT**

**Posting Date: Continuous**

Cover letters, application and résumés will be accepted until positions are filled by the HR Manager, 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma 73105.

**PART-TIME CLAIMS AUDITOR  
(Unclaimed Property temporary position)**

Tentative Examination Weights:      Education and Experience

Starting wage:                              \$15.10 per hour

**Knowledge and Skill Requirements:**

Accounting/bookkeeping principles and practices; principles and practices of business organization and management; business communications; and the ability to read, comprehend and apply state unclaimed property laws and regulations to the claim approval process.

University or college students must be junior level or above. *Current State employees are ineligible.*

This is a temporary evening position. Expected duration: six months or longer. Work hours are Monday – Thursday, 4 p.m. to 9 p.m.

**The Office of the State Treasurer is an Equal Opportunity Employer.**

**[www.ok.gov/treasurer](http://www.ok.gov/treasurer)**

## **PART-TIME CLAIMS AUDITOR**

(Temporary Position)

### **DEFINITION:**

Under general supervision, reviews claimant reports and records for the purpose of recommending the payment of claims. Complex or unusual problems will generally be referred to the supervisor or lead staff member for resolution.

### **KNOWLEDGE AND SKILLS:**

Knowledge of accounting/bookkeeping principles and practices; of the principles and practices of business organization and management; of business communications; and the ability to read, comprehend and apply state unclaimed property laws and regulations to the claim approval process.

Skill in establishing and maintaining working relationships with other employees and the general public. Ability to express ideas clearly and concisely, both orally and in writing.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Review of claimant reports and records;
- Evaluation of information for the recommendation of payment of claims;
- Preparing and mailing letters requesting information and/or documentation;
- Preparing memos using proper grammar and punctuation;
- Filing and copying;
- Other duties as assigned.

### **HOURS:**

Monday – Thursday, 4:00 p.m. – 9:00 p.m.

### **DURATION:**

Six months or longer

In accordance with O.S. 68 § 238.2, State employees are required to comply Oklahoma Tax Laws.

EEOC: Administrative Support  
Job Code: 0755

Salary: \$15.10 per hour

Adopted: 9/7/2017