

COMMONWEALTH OF PENNSYLVANIA TREASURY DEPARTMENT

UNION POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A
VACANCY EXISTS AS DETAILED BELOW

- (1) **Class Title:** Researcher I
- (2) **Class Code:** T6053
- (3) **Office:** Bureau of Unclaimed Property
- (4) **Pay Range:** 4
- (5) ***Last Day to apply for posted positions:** 8/8/18
- (6) **Work Hours:** 8:30am – 5:00pm
- (7) **Work Location:** River Front Office Center, Harrisburg, PA 17120

Patrick C. Tighe/pbf
Director of Human Resources

8/1/18
Date

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO PBLANCH-FRIEDRICH@PATREASURY.GOV. NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

ANYONE (other than Treasury employees) INTERESTED IN THIS POSITION USE ATTACHED APPLICATION OR GOTO <https://www.patresury.gov/employment/> TO FILL OUT AN APPLICATION. PLEASE SUBMIT TO PBLANCH-FRIEDRICH@PATREASURY.GOV NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE

RESEARCHER I

Definition: This is a non-supervisory bargaining unit position in the Bureau of Unclaimed Property in the Treasury Department.

An employee in this class is responsible for researching general and company inquiries from the public. The employee's principal function is to initiate claim forms by locating property for the individual or company based on documents submitted. The employee accesses Department databases, views hard copy reports or contacts the reporting agency to determine ownership. Assignments are carried out with a moderate degree of independence that may involve occasional judgment calls. Work is reviewed by a supervisor through conferences and completed assignments.

Examples of Work

- Accesses Department holder report databases to initiate claims for inquiries received from the public
- Generates claim forms and requests additional information to determine entitlement
- Utilizes various databases to verify ownership/entitlement
- Communicates written and orally regularly with public and various Holders
- Addresses inquiries or redirects potential claimant emails
- Assists other employees with questions
- Performs other duties as assigned

Required Knowledge, Skills and Abilities

Ability to review, understand and research holder reports utilizing Treasury databases

Knowledge and ability to communicate with the public including financial professionals

Knowledge of modern office practices, procedures and equipment including skill in utilizing a keyboard to enter and retrieve data from a personal computer

Ability to interpret and summarize research findings

Ability to input data in computerized bureau databases

Working knowledge of PA Probate Code (as applied to unclaimed property) for claims involving Estates or individuals who died Intestate

Ability to establish and maintain effective working relationships with associates, managers, financial professionals and claimants

Understanding basic concepts of joint tenancy law and various types of custodial accounts

Efficiency in utilizing and interpreting sources used for independent verification, including, but not limited to: PennDot Drivers License records, Department of Revenue Personal Income Tax and Inheritance Tax records, Department of State Corporation Bureau, LexisNexis, Social Security Death Index, Capital Changes History, Xcitek and other Internet sources

Ability to comprehend corporate merger documents, sales and acquisition agreements, distribution of assets, divorce decrees, wills, powers of attorney, and trust agreements to determine appropriate disposition of the unclaimed property

Minimum Experience and Training

One year of experience in a clerical research position

or

One year experience with the Bureau of Unclaimed Property claims process

or

Any equivalent combination of experience and training