



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Administrative Assistant I

The Pennsylvania Treasury Department is looking for a dedicated individual who is interested in a rewarding career in government service, where you serve others and the greater public good every day. The Bureau of Unclaimed Property Administrative Assistant I will perform the completion of the inventory process for tangible property reports in Treasury's vault.

TREASURY DEPARTMENT OVERVIEW

The Pennsylvania Treasury Department is an independent agency led by the elected State Treasurer and one of the largest state treasuries in the country, serving as custodian of more than \$150 billion. Treasury plays a critical role in state government operations, acting as the custodian, investor, and disbursing of funds for nearly all state agencies. Treasury also offers a wide range of programs and services to Pennsylvania families, including the PA 529 College and Career Savings Program; the PA ABLE Savings Program for people with disabilities; and our work to return more than \$4 billion of Unclaimed Property to its rightful owners.

DESCRIPTION OF WORK

- Opens boxes and envelopes of tangible property reported by holders, inventories the contents, catalogs the property, and enters data into database following written procedures.
- Uses record-keeping software system, with a high degree of accuracy in data entry.
- Uses holder reports and inventory sheets to analyze and document internal forms to evidence consistency in reporting.
- Assists with the auction process by preparing tangible property and related files.
- Creates and maintains documents noting pertinent information relating to the sale of this property.
- Assists unclaimed property holders through telephone and email correspondence.
- Imports and reconciles unclaimed property holder reports.
- Provides strong administrative support to management.
- Assists with special projects as assigned.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to learn the Unclaimed Property software system.
- Detail-oriented and analytical skills with the ability to multi-task.
- Ability to identify and resolve problems as well as communicate those problems to internal and external stakeholders.
- Proficient with Microsoft products and web-based utilities and applications
- Strong written and oral communication skills.
- Ability to work independently to complete assignments and handle a high volume of work in an efficient manner.

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- Ability to read, write and communicate effectively with coworkers and the public.
- Ability to establish and maintain effective working relationships with administrative officials, other employees, and the general public.

MINIMUM EXPERIENCE AND TRAINING

Four-year degree; or

Any equivalent combination of experience and training.

WORK SCHEDULE AND ADDITIONAL INFORMATION

Full-time employment: 37.5 hours

Work hours: 7:30AM – 4:00PM

Starting Salary: \$44,010

Location: This position is headquartered in the Finance Building in Harrisburg. This position is not eligible for telework.

In addition to the base salary, Treasury offers an attractive benefits package. Benefits include multiple medical plan options; supplemental benefits including prescription, dental and vision insurance plans; retirement plan; optional deferred compensation plan; group life insurance; voluntary insurance programs; and paid leave benefits including vacation, sick and parental.

A perpetual institution, Treasury is proud to engender and facilitate an environment that fosters the personal development, intellectual enrichment, and professional advancement of its employees. Treasury is also committed to creating a diverse and inclusive environment and is an equal opportunity employer. All qualified applicants will receive due consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

CONTACT INFORMATION

For immediate consideration, please submit a resume by November 21, 2023, to: Pennsylvania Treasury Department at hr@patreasury.gov. Questions may be directed to Human Resources at 717-787-5979.

For more information about Treasury, visit www.patreasury.gov

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