



**DEPARTMENT OF  
LABOR**  
& INDUSTRIAL RELATIONS

**HUMAN RESOURCES**

421 East Dunklin Street, P.O. Box 510  
Jefferson City, MO 65102-0510  
Phone: 573-751-3588  
Fax: 573-751-3668  
www.labor.mo.gov

**Contributions Specialist I-II**

**Liability Unit**

**Cole County**

**Starting Salary: \$1,274.00**

**Apply by 12-17-18**

Summary: This position involves the maintenance of state unemployment tax accounts. This includes verifying and changing corporate information; addresses and any other needed information. This position will also be responsible for establishing new accounts, making status changes to existing accounts and maintaining follow-up on non-liable accounts. As the workload and staff available change, duties may be added or changed.

Job Duties Include:

- Investigates contribution matters to make administrative determinations regarding an employer's account; interviews and corresponds with employers, attorneys, and accountants to obtain information concerning an employer's liability and wage issues; collects delinquent contributions (taxes), interest, penalties, and wage reports due.
- Analyzes information secured and applies correct section(s) of the law to the facts; prepares written administrative determinations to be mailed to all interested parties; makes determinations which include, but are not limited to, complicated issues such as: initial and successor liability including joint accounts, lessor/lessee, and common paymaster; investigation of new liability; application for termination of coverage; closing and inactivation of an employer's account; and estimation of taxable wages and assessment of contributions, interest, and penalties due.
- Answers telephone and written inquiries regarding unemployment insurance contribution matters.
- Attends various training sessions and meetings to remain aware of program procedures and changes.
- Studies new and revised Missouri Employment Security Law and Regulations and written procedures, rules, and other program changes contained in manuals to maintain currency of knowledge and information; acquires a working knowledge of court cases that relate to Missouri Employment Security Law.
- Prepares documents for appeals cases.
- Processes information through web-based data processing platform.
- Receives moderate supervision; however, the employee is expected to exercise independent judgment and initiative within the framework of established state and federal laws and agency policies and procedures.
- Performs other related work as assigned.

Required Skills:

- Introductory knowledge of general business organization and operations.
- Introductory knowledge of bookkeeping/accounting principles and procedures.
- Introductory knowledge of current office practices and procedures.
- Introductory knowledge of computer and related equipment for data input, retrieval, and word processing.
- Ability to communicate effectively with agency staff, claimants, employers, and other persons.
- Ability to work quickly and accurately.
- Ability to organize and prioritize workload to meet assigned timeframes and adapt to changes in policy, procedures, and work assignments.

*Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.*

*TDD/TTY: 800-735-2966 Relay Missouri: 711*

MODOL-4530 (11-16) AI  
H.R.

- Ability to work effectively with co-workers, claimants, employers, and their representatives, such as accountants and attorneys.
- Ability to understand complex laws, procedures, and regulations pertaining to the Employment Security contribution program.
- Ability to obtain and document essential facts clearly and concisely, evaluate information, and make determinations on the basis of established rules and precedents.

**Eligibility:**

(The following minimum qualifications will determine merit system eligibility. Allowable experience and education substitutions are provided in italics below the corresponding minimum qualification statement; no other substitutions will be permitted. These minimum qualifications may also be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers.)

Two or more years of experience as a Contributions Examiner or Claims Examiner with the Missouri Division of Employment Security; and possession of a high school diploma or proof of high school equivalency.

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: social sciences, Education, or Public or Business Administration.

*(Technical experience in the fields of social services, social welfare, education, community organization; business, personnel, or public administration involving public contact, or a closely related field; or clerical experience with the Missouri Division of Employment Security at or above the Senior Office Support Assistant level may substitute on a year-for-year basis for deficiencies in the required college education.)*

**To Apply:**

Submit a completed application ([http://labor.mo.gov/sites/labor/files/pubs\\_forms/2396-AI.pdf](http://labor.mo.gov/sites/labor/files/pubs_forms/2396-AI.pdf)), cover letter, resume and official transcripts to: [humanresources@labor.mo.gov](mailto:humanresources@labor.mo.gov), fax to 573-751-3668 or mail to: Human Resources, PO Box 510, Jefferson City, MO 65102 by 12-17-18.

*Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.*

*TDD/TTY: 800-735-2966 Relay Missouri: 711*

MODOL-4530 (11-16) AI  
H.R.