



**HUMAN RESOURCES**

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[www.labor.mo.gov](http://www.labor.mo.gov)

**Unemployment Insurance Auditor I-II**

**Contributions Field**

**Cole County, Greene County, St. Louis City**

**Starting Salary: \$1,368.50**

**Apply by date: January 23, 2019**

**Job Duties Include:**

- Audits employers' books, payroll, and other related records, using generally accepted auditing standards and procedures, to determine employer liability for payment of unemployment insurance taxes, accuracy of wage reporting, and compliance with Employment Security Law.
- Reviews claimants' entitlement to unemployment insurance to determine conformity with the provisions of the law and regulations; discusses findings with claimants and explains irregularities.
- Prepares forms and schedules necessary to record ownership, employment experience, wages paid, changes in ownership, and amount of taxes due.
- Confers with employers, accountants, attorneys, claimants, and public officials to explain provisions of the Employment Security Law and regulations; assists with problems arising in connection with administration of the law.
- Interviews claimants to secure information concerning previous wages earned for use in determining additional wage credits to which they may be entitled.
- Interviews claimants, Division staff, and third parties to verify claimants' eligibility for unemployment insurance benefits, makes proper determinations, and prepares detailed reports.
- Corresponds with claimants, employers, and central office staff to correct errors, resolve problems, make adjustments, and facilitate claims processing and tax collection.
- Calls on employers to collect delinquent tax, interest, and penalties; conducts investigations with the assistance of public officials, banks, other businesses, and private parties in order to locate assets that may be attached to enforce payment of delinquent taxes; and works with public officials in execution of judgments to enforce payment of delinquent taxes.
- Attends hearings and offers testimony as requested by an Appeals Referee in cases involving employer and claimant appeals to disputed determinations.
- Serves legal documents such as assessments and subpoenas to obtain employer records.
- Receives training from an Unemployment Insurance Auditor II or an employee of higher classification.
- Receives supervision from an employee of higher classification who evaluates work for efficiency of operation and attainment of program objectives.
- Performs other related work as assigned.
- Works consistently and accurately to complete assigned work.
- Exercises independence and initiative in the performance of responsibilities.
- Seeks to assist team members and accept additional assignments willingly.
- Maintains positive working relationships and conduct duties with courtesy and respect.

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- Accepts and implements feedback with a positive attitude and constructively supports open communication, dedication, and compassion.
- Maintains regular and reliable attendance.

**Required Skills:**

- Introductory knowledge of the Missouri Employment Security Law and the Federal Unemployment Tax Act.
- Introductory knowledge of accounting principles, systems, and procedures, and ability to analyze and trace expenditures to proper accounts.
- Introductory knowledge of interviewing and investigative techniques and procedures required in the processing of claims for unemployment insurance.
- Introductory knowledge of the principles, objectives, and regulations underlying the unemployment insurance program.
- Introductory knowledge of general business organization and operation.
- Introductory knowledge of current office practices, procedures, and computer software programs.
- Ability to apply laws and regulations consistently to specific situations.
- Ability to maintain effective working relationships with employers, accountants, attorneys, claimants, and the general public.
- Ability to recognize areas of non-compliance with the Employment Security Law and explain the irregularities.
- Ability to prepare clear, complete, concise, and timely reports of findings.
- Ability to obtain basic facts, evaluate information, and make determinations based on the Employment Security Law, established rules, and precedents.
- Ability to obtain the necessary cooperation and information using considerable tact and diplomacy.
- Ability to communicate effectively and represent the agency in a professional manner.
- Ability to perform work independently with minimum supervision.
- Ability to manage workload to meet goals and deadlines.
- Ability to operate a personal computer, standard keyboard and/or iPad with speed and accuracy.
- Ability to travel in the performance of assigned duties.
- Ability to lift and carry materials and equipment such as folders, case records, laptop computers, and projectors necessary for completion of audits and presentations.

This is a professional position. Appropriate business attire must be worn when meeting with employers, claimants, or any outside person while conducting investigations and audits.

**Eligibility:**

One or more years of experience as a Contributions Specialist I or Claims Specialist I 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: Accounting, Business or Public Administration, or Finance, including at least 6 earned credit hours in Accounting.

OR

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Four or more years of professional or technical experience in business or public administration, law, accounting, auditing, or in a state or federal unemployment insurance program, that involved either keeping fiscal records and preparing state and federal tax reports, or credit, collections, tax, compliance, employment security, or fiscal investigations; and possession of a high school diploma or proof of high school equivalency.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for a maximum of three years of the required experience at a rate of 30 earned credit hours for one year.)

**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 January 23, 2019.

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