



**DEPARTMENT OF  
LABOR**  
& INDUSTRIAL RELATIONS

**HUMAN RESOURCES**

421 East Dunklin Street, P.O. Box 510

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www.labor.mo.gov

## **Contributions Specialist I-II**

**Employer Accounts**

**Cole County**

**Starting Semi-Monthly Salary: \$1,303.00**

**Apply By January 22, 2019**

### **Job Duties Include:**

- Investigates contribution matters and makes determinations regarding an employer's account; interviews and corresponds with claimants, employers, attorneys, and accountants concerning an employer's liability and wage issues, and collects delinquent contributions (taxes), interest, penalties, and wages reports due.
- Analyzes information and applies correct section(s) of the law to the facts; prepares written determinations to be mailed to all interested parties; makes determinations involving complex issues such as initial and successor liability; reportability of workers and wages; closing and inactivation of an employer's account; and estimation of taxable wages and assessment of contributions, interest, and penalties due.
- Audits contribution and wage reports for balancing an employer's account and compliance with the law.
- Investigates requests from employers; makes adjustments to the employer's account and experience rating account, as warranted.
- Posts contributions, interest and penalties due, and wages to an employer's account.
- Assists in processing deposits and quarterly contribution and wage reports.
- Establishes plans with employers for payment of delinquent contributions; enforces collection through liens, garnishments, and tax intercepts.
- Answers inquiries regarding unemployment insurance contributions matters.
- Attends training sessions and meetings to remain aware of program procedures and changes.
- Studies new and revised agency procedures, rules, laws, regulations, and other program changes contained in manuals to maintain currency of knowledge and information.
- Prepares documents for appeals cases.
- Exercises independent judgment and initiative within established policies and procedures; receives general supervision.
- Works independently within the scope of assigned duties.
- Maintains positive working relationships and conduct duties with courtesy and respect.
- Accepts and implements feedback with a positive attitude and constructively support open communication, dedication, and compassion.
- Seeks to assist team members and accepts additional assignments willingly.
- Maintains regular and reliable attendance.
- Other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Introductory knowledge of complex employer liability provisions of state and federal employment security laws.
- Introductory knowledge of laws, procedures, and regulations pertaining to the Employment Security contributions program.

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

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

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- Introductory knowledge of statutes pertaining to the collection of delinquent tax accounts.
- Introductory knowledge of interviewing and investigation techniques and procedures required in the processing of employer contribution matters.
- Introductory knowledge of general business organization and operations.
- Introductory knowledge of bookkeeping/accounting principles and procedures.
- Introductory knowledge of office procedures, practices, and equipment.
- Ability to communicate effectively.
- Ability to use office equipment and personal computer.
- Ability to work quickly and accurately.
- Ability to make accurate mathematical computations
- Ability to organize and prioritize workload to meet assigned timeframes and adapt to changes in policy, procedures, and work assignments.
- 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.
- Ability to establish and maintain effective working relationships with co-workers, claimants, employers, and representatives, such as accountants and attorneys.

**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.)

One 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

(Technical experience involving public contact work in the areas of social services; education; community organization; business, personnel, and/or public administration, or a closely related area; and/or senior-level clerical experience with the Missouri Division of Employment Security may substitute on a year-for-year basis for deficiencies in the stated college education.)

**To Apply:**

To apply, submit a completed application, ([https://labor.mo.gov/sites/labor/files/pubs\\_forms/2396-AI.pdf](https://labor.mo.gov/sites/labor/files/pubs_forms/2396-AI.pdf)), cover letter, resume, and 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 22, 2019.