



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

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MICHAEL L. PARSON
GOVERNOR

ANNA S. HUI
DEPARTMENT DIRECTOR

Unemployment Insurance Auditor I/II

Division of Employment Security / UI Integrity Special Investigations Unit (SIU)

421 E. Dunklin Street Jefferson City, MO 65101

Salary Range: \$32,848 - \$38,616

Posting Dates: Until Filled

Key Responsibilities:

- Daily review of unemployment claims to detect and address fraudulent claim filings.
- Review accounts, contact claimants in an effort to recover overpaid benefits, and initiate collection action when necessary.
- Conduct assigned audits, which includes preparing statements from victims, witnesses and suspects, collecting and evaluating pertinent records, obtaining and preparing evidence and preparing details reports of completed cases.
- Interview claimants, employers and third parties to secure information concerning overpayments and possible identity theft cases.
- Serve legal documents, such as assessments and subpoenas to obtain claimant/employer records and information.
- Exercise independent judgment and initiative within established laws, policies, and procedures.
- Work diligently and accurately to complete all assigned work.
- Obtain the necessary cooperation and information using considerable tact and diplomacy while representing the Agency in a professional manner.
- Ability to travel in the performance of assigned duties.

Qualifications, Key Skills, and Knowledge:

- One or more years of experience as Contributions Specialist I/II or Claims Specialist I/II with the Missouri Division of Employment Security; and possession of a high school diploma or proof of high school equivalency.
- Introductory knowledge of federal/state laws relating to unemployment compensation.
- Ability to apply laws and regulations consistently to specific situations and recognize areas of non-compliance with the Employment Security Law and explain the irregularities.
- Ability to maintain effective working relationships with employers, accountants, attorneys, claimants, and the general public.
- Possess strong customer-service communication skills, intermediate knowledge of interviewing and investigative techniques and procedures required in the processing of unemployment insurance claims, and the ability to obtain basic facts, evaluate information and make determinations based on Employment Security Law, established rules and precedents.
- Ability to perform work independently with minimum supervision.

To apply, please go to: mocareers.mo.com