

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Compliance Examiner

SERIES NUMBER

63261AG

MAJOR AGENCIES

Attorney General Only

EFFECTIVE

7/14/2013

SERIES PURPOSE

The purpose of the Compliance Examiner occupation is to review & process applications, registrations & supplemental documents to conduct preliminary research, determine completeness, eligibility &/or applicability of charitable &/or other governing statutes & regulations to combat noncompliance & fraud in specific subject areas.

JOB TITLE

Compliance Examiner

JOB CODE

63261AG

PAY GRADE

27

EFFECTIVE

7/14/2013

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of applicable regulations & laws governing charitable organizations &/or applicable legal section & office practices & procedures to ensure compliance, completeness & acceptability of submitted &/or requested materials to determine eligibility &/or combat fraud or abuse in specific subject areas.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Compliance Examiner	63261AG	45	7/14/2013	27

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In the Charitable Law Section: Fields inquiries & provides information & assistance & collects data concerning charitable status & formation, merging & dissolving of charitable organizations; assists organizations with online account creation & troubleshooting user website issues; researches & resolves routine &/or complex charitable issues, counsels public on Charitable Trust &/or Charitable Organization legislation, processes registration forms & annual reports from charitable organizations (e.g., checks registration forms to ensure proper completion; reviews financial reports for mathematical accuracy; codes information; forwards reports to investigator, accountant or attorney for further action; assists in preparation for trial &/or hearing as necessary). Reviews existing documents to determine if charitable registration is required, pursues noncompliant organizations via phone calls, mass mailings, emails & targeted correspondence. Collects & analyzes preliminary data concerning allegations of potential fraud &/or abuse; recommends organizations for investigation. Analyzes & develops information on questionable organizations & provides narrative to investigative teams. Refers matters for enforcement action.

Prepares & delivers education presentations & conducts training seminars to associations, foundations, & others in the nonprofit community. Assembles bingo, trust & solicitation packets for distribution to public. Assembles & maintains section's files (e.g., trust, solicitation & bingo files); maintains current listing of all registered charitable organizations; updates demographic information & creates targeted compliance reports (e.g., veterans groups, revoked organizations).

OR

In other sections within the Attorney General's Office: Performs similar duties as above; assists investigators; provides information & assistance & collects data concerning complaint information; resolves issues; processes complaint forms; reviews files to ensure proper documents are included with complaints (e.g., contracts, legal briefs, affidavits, receipts, warranties, service agreements); enters case information into database & uses data to complete pre-formatted documents; transcribes data from audio, video & digital technologies; scans, saves & exports data to electronic format; assists with public records requests.

AND

Performs related clerical tasks; researches applicable background materials; compiles & types a variety of reports, including entering data onto spreadsheet &/or into database, sorting data; forwards reports for further action. Responds to telephone inquiries & correspondence concerning consumer activities &/or charitable organizations (e.g., completion of forms, filing fees, contracts, legal briefs, services agreements); opens & distributes mail; produces routine materials (cover letters, general correspondence, labels); assists with special projects.

MAJOR WORKER CHARACTERISTICS:

Knowledge of applicable regulatory & statutory framework regarding applicable legal section & structures* & office practices & procedures to include legal terminology; office management*; public relations. Skill in typing. Ability to speak publicly and give presentations; deal with problems involving several variables in familiar context; cooperate with co-workers on group projects; calculate fractions, decimals & percentages; gather, collate & classify information about data, people & things according to established methods; handle contacts & sensitive &/or confidential inquiries or investigations &/or resolve complaints from public & government &/or business officials.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's core program in business administration or related field; 12 mos. training or 12 mos. experience in using a personal computer (PC) & related software as described in the position description; 9 mos. training or 9 mos. experience in office practices & procedures; education in English grammar, punctuation & editing of common English vocabulary.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May work in stressful environment or under pressure.