

STATE OF OHIO ATTORNEY GENERAL CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Employment Services Examiner	<b>SERIES NO.:</b> 6646AG
	<b>MAJOR AGENCIES:</b> Attorney General	<b>EFFECTIVE DATE:</b> 04/02/2006

**SERIES PURPOSE:**  
The purpose of the employment services examiner occupation is to examine, review & evaluate bankruptcy, foreclosure & delinquent tax case files of employers to collect employment taxes owed to the Ohio Department of Job & Family Services & certified to the Attorney General's Office.

Note: This classification is to be used by the Attorney General's Office only.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Employment Services Examiner	66461AG	09	04/02/2006

**CLASS CONCEPT:**  
The full performance level class works under direction & requires considerable knowledge of applicable Ohio Revised Code laws, rules, regulations & procedures governing Ohio Department of Job & Family Services tax collection procedures & bankruptcy principles in order to examine, review & evaluate bankruptcy, foreclosure & delinquent tax case files of employers & contact employers & solicit payment for delinquent employment taxes owed to Department of Job & Family Services & certified to Attorney General's Office.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Employment Services Examiner	66461AG	47	04/02/2006	09

**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.)**

Examines, reviews & evaluates bankruptcy, foreclosure & delinquent tax case files, conducts written correspondence & telephone communication with lawyers, trustees & paralegals to locate employers who owe employment taxes to Department of Job & Family Services & assesses each case file to determine appropriate action for each case file (i.e., solicits payment for certified cases & decertifies cases which are currently uncollectible).

Monitors status of bankruptcy cases; updates bankruptcy files (i.e., with information obtained from trustees, court &/or debtor attorneys through telephone communication & correspondence); reviews bankruptcy court files; files legal documentation when necessary.

Reviews bankruptcy & common pleas court files on statewide basis & prepares indepth reports of findings; conducts title searches; acts as liaison with Job & Family Services & other governmental agency personnel (i.e., clerical staff & officials) reviews, researches, interprets & explains applicable sections of Ohio Revised Code dealing with assessment & collection of employment taxes.

Attends meetings of creditors in bankruptcy cases; questions employers, attorneys &/or employees to obtain information; obtains affidavits for court use; monitors monthly reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of monetary collection procedures; Ohio Revised Code laws, rules, regulations & procedures governing Ohio Department of Job & Family Services tax collection procedures; bankruptcy principles\*; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; complete meaningful, concise & accurate reports; gather, collate & classify information about data, people or things; handle sensitive telephone, written & face-to-face inquiries &/or contacts with employers, attorneys or general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. trg. or 12 mos. exp. in monetary collections.

-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:**

Not applicable.