

UNEMPLOYMENT INSURANCE FIELD REPRESENTATIVE/SENIOR

DESCRIPTION: Under general supervision, performs employer status investigations and a variety of other technical and auditing duties related to enforcement of the Nebraska Employment Security law and leads other Unemployment Insurance Field Representatives; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Schedules, distributes/balances, and guides the work assignments of co-workers, in accordance with established work flow/assignment requirements, to assist supervisory staff in the timely accomplishment of the assigned workload.

Monitors and reports on the work performance of co-workers to determine overall conformity to established timetables and quality standards and to document and communicate employee production levels and training needs.

Trains co-workers, as directed in specific tasks and job practices and procedures of auditing to improve and maintain the performance levels of these employees.

Instructs and provides technical guidance to new Field Representative staff.

Advises employers on all aspects of the Nebraska Employment Security law.

Conducts employer status investigations to determine liability under the law.

Audits employer payroll records to verify wages reported and the computation of tax liability.

Contacts employers to obtain delinquent taxes/reports.

Verifies dissolutions, liquidations, bankruptcies, and changes in ownership of business.

Prepares daily activity and expense reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the Nebraska Employment Security law and the rules and directives pertinent to the application of this law.

Ability to: interpret, explain and implement directives and guidelines pertinent to the Nebraska Employment Security law.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: principles and practices of accounting and auditing.

Ability to: interact with people of varied socio-economic levels to maintain working relationships; read and understand directives; follow oral or written instructions; communicate both orally and in writing; operate an automobile; maintain self control and composure under trying conditions.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school education with an emphasis in any one of the following areas: public or business administration, finance, banking, or economics including or supplemented with coursework in accounting or auditing and experience in a relevant field which involved independent auditing or accounting and direct public contact and experience as an Unemployment Insurance Field Representative.

LEGAL REQUIREMENTS: (These requirements must be met by all employees prior to attaining permanent status in this class.)

Positions in this classification are subject to Title 42, Nebraska Administrative Code, Chapter 1 – Minimum Standards for Government Employees Identified as Auditors. The basic requirement is a Bachelor's degree in business administration or the equivalent, with at least 24 semester hours of accounting or auditing.

Any combination of education with a concentration in accounting and auditing experience acceptable to the Auditor of Public Accounts, may be substituted for the educational requirements in Section 002.01.