Unemployment Compensation Associate 1 - PROMOTION

Unemployment Insurance Division

Job Announcement Code: 14-00221

Printable Job Announcement

This promotional job opportunity is open ONLY to current classified state employees from within this agency.

Individuals eligible to apply include:

- Permanent classified state employees currently employed by this agency (including employees on probation)
- Seasonal state employees employed by this agency
- Employees of this agency who are on a leave of absence
- Employees of this agency who are in layoff status

Deadline

January 27, 2014

Salary Information

Starting salary is $16.502/hr. This classification is in pay schedule/range 02-12, and pay upon promotion is based on the compensation rules applicable to the transaction. A six-month probationary period is required.

Introduction

This position provides a variety of complex support services in support of UI Bureau of Legal Affairs staff attorneys. It is located at 201 East Washington Ave. in downtown Madison.

Job Duties

Interpret statutes and administrative code to fulfill duties in filing and service of legal instruments and arrangement for hearing and records of dispositions. Prepare and draft legal documents in proceedings before the United States Bankruptcy Court. Process and analyze hearings in employer appeals of department determinations of tax liaibility. Correspond with department staff, employers, and other parties, their attorneys and other representatives, and muliple hearing offices. Maintain and update automated systems containing essential data on litigated matters. Advise parties to appeals and other UI customers about processes and procedures regarding benefit claims and tax liability and how to access department resources. Support UI Advisory Council meetings and actions. Communicate with US Department of Labor regarding benefit appeals processes, reports, and compliance. Prepare requisitions for purchasing. Prepare legal education materials for internal legal education. Maintain supplies, equipment and files of legal research and other department correrspondence and records.

Required Knowledge, Skills and Abilities

Knowledge of: operations and legal requirements involved in department determinations of unemployment benefit eligibility and tax liability; potential disposition options in tax appeals; the particular needs of the department as a litigant and relevant forms, rules, procedures and systems, in bankruptcy adversary proceeding; and appeal scheduling business rules and constraints of department attorneys, appeals hearing offices and the scheduling processes.

Skills in: effectively communicating with patience and respect for customers on matters with which the customer knowledge may be limited.

Ability to: recognize codes and key concepts and information in tax determination files; assess customers' needs and identify issues with particularity before responding to or referring the customer; tactfully and politely respond to customer requests in sensitive matters; train coworkers in essential support functions and processes for tax appeals, bankruptcy proceedings, customer service, US DOL reporting, UIAC meeting and document needs, BOLA conference preparations and administrative support; effectively communicate with coworker, direct work flow and resolve conflicts; effectively use and update the mainframe and web based systems (benefits systems, ACMS, SUITES, ClearToThere and US DOL systems, hearing scheduler, hearing recording software and other systems) and tracking reports that house essential data on UI tax determinations and appeals; and effectively use word processing software, including MS-Word, to create documents for litigation.

Background Check

Due to the nature of this position, a criminal background check and other background checks will be conducted prior to making an offer of employment.

How to Apply

This promotional job opportunity is open ONLY to current classified state employees from within DWD.

You are required to apply and take an examination online. The exam is available at WiscJobs. Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Your responses to the exam will be used to determine your eligibility for this vacancy. Do not substitute a resume or other work products for answers to the exam questions. Application/examination materials must be completed and finalized on-line by 11:59 PM on the deadline date.

The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of job experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process. Address questions regarding the position to Christine Goslawski at CMGJobs@dwd.wisconsin.gov or 608.266.8332.