

**CLASS TITLE: SUPERVISOR OF VERIFICATION  
AND RECONCILIATION**

**Class Code: 02454500  
Pay Grade: 19A  
EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize, supervise and review the work of employees engaged in the preparation, examination and verification of benefit payments and the maintenance of internal operating reports and records; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior who outlines assignments and from whom are received general and specific instructions; completed work is reviewed for conformance to laws, rules, regulations and policies.

**SUPERVISION EXERCISED:** Plans, organizes, supervises and reviews the work of clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Office of the Treasurer's Representative in the Department of Employment Security, to plan, organize, supervise, review, and participate in the work of employees engaged in the preparation, examination and verification of benefit payments and the maintenance of internal operating reports and records.

To be responsible for the examination and verification of benefit payments made in local offices to assure mathematical accuracy proper authorization and accuracy of identifying data.

To reconcile book balances of various benefit accounts with bank statements, making necessary adjustments and maintaining related records.

To be responsible for the preparation of temporary disability and other kinds of benefit payment checks which have been authorized and to verify and maintain records related to the disbursement of such checks.

To process benefit payments of heirs to claimants.

To initiate the collection of refunds from claimants for benefit payments erroneously made.

To verify deposit slips representing the daily deposit of unused funds by tellers in local offices.

To prepare, maintain, and verify internal operating records and reports concerning benefit payments, disbursement, and related matters.

To supervise the preparation, review, and distribution of tax refund checks which have been authorized for individuals who have paid more than the statutory requirements.

To interview claimants in cases which involve either lost or forged checks and prepare the necessary affidavits in such cases.

To supervise the maintenance of important records and files.

To order from local banks amounts of monies, in proper denominations, for the cash payment of benefits in local employment offices.

To be responsible for the verification of deposit slips representing the daily deposit of unused funds by tellers in local offices.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles of office management as related to the establishment of work schedules, assignment of personnel and development of work methods and procedures; the ability to apply such principles and to supervise and review the work of clerical assistants engaged in the examination and verification of receipt and disbursement types of documents; the ability to understand and follow complex written and oral directions; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position involving the making of complex examinations and verifications of receipt and disbursement types of documents and involving responsibility for final accuracy and conformance to rules and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

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