

# Job Posting

<b>DEPARTMENT:</b>	Office of Attorney General
<b>SECTION:</b>	Financial Enforcement Section/Civil Law Division
<b>CLASS:</b>	Financial Enforcement Technician
<b>LOCATION:</b>	Strawberry Square, Harrisburg
<b>TYPE POSITION:</b>	Permanent, Full-time, Non-civil service, Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 5 – Minimum pay of \$37,066

## **BASIC FUNCTION:**

This position performs technical work involving the collection of taxes and other debts owed to the Commonwealth. An employee in this class is charged with the responsibility of ensuring that arrangements are made for the collection, through various means, of past due accounts owed to the Commonwealth by various sources. Work involves contact with the debtors or their legal representatives, governmental personnel, legislative representatives, or corporate officers either by phone or correspondence. Utilizing a working knowledge of department policies and regulations for the agencies represented as well as applicable Commonwealth statutes, the employee reviews sundry fiscal documents and/or data to determine payment plans, compromises, or write offs. Work is generally conducted with limited supervisory review or constraints. However, unusual situations are discussed with an administrative supervisor to determine the proper mode of approach.

## **EXAMPLES OF DUTIES:**

- Responds to inquiries from debtors or their attorneys, various governmental officials, representative of the legislation or corporate officers either directly by phone, or correspondence concerning the status of past due accounts
- Accesses computer programs and reviews various computer reports to ascertain the status of cases and determine the most efficient mode of handling
- Maintains technical file on cases. Reviews cases to determine if legal parameters exist in order to handle in house or refer to an outside collection agency
- Contact other governmental agencies and personnel to gather information on past due accounts
- Upon review of a case determines the payoff figures and/or develops a payment plan

- Requests that financial statements be completed by debtors in order to determine plan of debt
- Requests liens or corporate officer assessment
- Recommends compromises on accounts or, if determined by review, write offs of accounts
- Inputs all transaction on cases to the OAG computer system
- Monitors all assigned claims
- Other duties as required

**MINIMUM EXPERIENCE AND TRAINING:**

- Graduation from high school and three years of progressively responsible clerical/technical work involving debt collection OR
- Any equivalent combination of education, training, and experience that affords the applicant the required knowledge and skills to accomplish the job

**SPECIAL SKILLS:**

Bilingual preferred but not required