

## ESC ADJUDICATOR I

This is administrative work in the determination of employers' Unemployment Insurance Tax liability status or the eligibility of individuals who have been paid Unemployment Insurance benefits. Work in status involves establishing, maintaining, inactivating and terminating Unemployment Insurance Tax accounts, according to the applicable provisions of the Employment Security Law of North Carolina. Work in fraud adjudication involves a file review to determine if a claimant was overpaid, the amount of overpayment, the eligibility of claimant for benefits, and the cause of the overpayment. Conflicting or incomplete information may require telephone contact or correspondence with employers, attorneys, and accountants, and Claims Investigators to obtain additional facts. Once a status liability determination is made, an account is established in the tax database and a formal status determination of employer liability is produced with appropriate attachments. Employees receive technical direction from a higher level adjudicator or supervisor.

### I. DIFFICULTY OF WORK:

Variety and Scope - Work assignments involve the rendering of decisions on employers' Unemployment Insurance Tax liability; or existence of Unemployment Insurance fraud committed by claimants. Determinations are moderately complex with technical assistance readily available.

Intricacy - Decisions are made based on tax documents, wage data, claimant's statement, witness(es)' statement, claimant's UI benefit record, and Claims Investigator's report. Decisions are rendered based on specific provisions of the Employment Security Law.

Subject Matter Complexity - Work requires an in-depth understanding of the various types of business ownerships and how specific provisions of the North Carolina Employment Security Law applies; or a strong historical claims benefit reference in order to apply the appropriate law and regulations to the case being adjudicated.

Guidelines - References include Employment Security Law of North Carolina, Unemployment Insurance Bulletins, Unit Procedure, Federal Unemployment Tax Laws, department and agency policies. More difficult determinations are referred to higher level adjudicator or supervisor.

### II. RESPONSIBILITY:

Nature of Instructions - Work is performed under general instructions.

Nature of Review - Determinations are periodically reviewed for accuracy in application of the law, adherence to procedure, and timeliness.

Scope of Decisions - Decisions will affect an employer's Unemployment Insurance Tax Fund, potential claimants, and claimants' eligibility for benefits.

Consequence of Decisions - Incorrect decisions (application of law) will have direct financial impact on employers, Unemployment Insurance Tax Fund, or subject claimants to potential administrative and criminal penalties.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Contacts are with employers, claimants, attorneys, general public, Claims Investigators, and are generally made by the telephone.

Nature and Purpose - Contacts are for the purpose of clarifying, verifying or obtaining necessary information to make a competent employer liability or claimant UI fraud determination.

IV. OTHER WORK DEMANDS:

Working Conditions - Work is performed in a general office environment.

Hazards - No hazards generally exist in the office setting.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - General knowledge of the Employment Security Commission and its functions. Ability to analyze, interpret, and evaluate information and conflicting opinions. Ability to correctly apply the appropriate section(s) of the Employment Security Law and Regulations to each case. Ability to communicate effectively in oral and written form.

Minimum Training and Experience Requirements - Graduation from a four-year college or university; or graduation from high school and four years of experience in UI programs; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.