State of Ohio Jobs — Unemployment Claims Specialist — Columbus, OH, USA

Description

Readers considering State of Ohio jobs in Columbus, OH, USA can learn about the Unemployment Claims Specialist position and its place in employment benefits administration. Day-to-day responsibilities range from reviewing unemployment claim documentation to recording claimant follow-up information, depending on team priorities. People with experience in claims processing and case notes can apply those strengths to this career area.

Responsibilities

- Review unemployment claim documentation.
- Record claimant follow-up information.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with claims processing and case notes.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in claims processing, academic projects, or related service work provides useful preparation for unemployment claims specialist responsibilities.

Skills

claims processing, case notes, confidentiality, communication, organization, accuracy

Career Information

Explore the State of Ohio official website for organization and career information.

Hiring organization
State of Ohio

Employment Type

Industry
Employment Benefits Administration

Job Location
Columbus, OH, United States

Date posted
November 16, 2026

Valid through
2026-11-22