

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Holder Supervisor Unclaimed Property Job Description

TITLE: Supervisor, Holder Reporting

RESPONSIBILITY: Supervise activities of the Holder Reporting staff. Evaluate changes and make recommendations for Unclaimed Property improvements.

DUTIES:

- Monitor holder reporting processes including receipts, deposits, holder records and property input.
- Function as UCP system coordinator of IT-related issues and needs for the division, including training staff, database matching, property advertising files, etc.
- Write and generate reports to calculate statistical data for the division as needed.
- Receives, reviews, recommends actions for Holder Amnesty/Voluntary Compliance reporting.
- Review and monitor holder auditing companies.
- Oversee Holder education procedures.
- Performs other daily operational tasks as assigned.

QUALIFICATIONS:

- College degree required
- Advanced computer skills and knowledge
- Ability to deal effectively and efficiently with problem issues
- Ability to communicate effectively, both written and oral
- Good customer service skills