Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)

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.

Administrative Assistant/Librarian
Advisory Division

The Administrative Assistant/Librarian performs a variety of duties involving all aspects of the Advisory Division and library operation, This position reports to the Chief Counsel of Advisory.

Responsibilities Include:

- Contract management–coordinates the daily flow of state contracts using a contract management system (KMS). Attends to contract-related inquiries from outside agencies Coordinates the process of fully executing in-house contracts, including tracking the contract through the drafting stage and signature process. Maintains office log/files.
- Public Records Requests–coordinates office response with staff attorney and assists with acquisition and photocopying of documents. Maintains office log/files.
- Opinion Requests and Interlocal Agreements–coordinates office response with Chief Counsel. Maintains office log/files.
- Rules and Form Approvals–assigns rules and form approvals to reviewing attorneys and assists with final approval process. Updates intranet site. Maintains office log/files.
- Administrative Law Judge (ALJ) Services–assists ALJ attorneys with hearing documentation and conference room scheduling. Maintains office log/files.
- Memorandums Of Understanding–assists with signature process. Maintains files.
- Briefing book–gathers information and updates the Advisory Briefing Book biweekly using the Sharepoint intranet site.
- Provides additional administrative support including, but not limited to, photocopying, scanning, facsimile transmission, mail delivery, supplies and document management.
- Coordinates daily operation of the library, to include technical services, collection development and reference services.
- Locates and prints electronic documents; shelves books and periodicals; processes invoices and orders.
- Evaluates new acquisitions formats and provides input on balance of print and online resources; monitors library collection, including budget management/collection maintenance.
- Assesses emerging technologies and advises, re: implementation/expansion of services.
- Provides reference assistance to attorneys and staff, serves as administrator for the Westlaw online subscription service; updates intranet website page.
- Supervises part-time support staff and coordinates conference room schedule.
- Represents the Office within the law library community and to other groups.

Skills/Attributes Required or Strongly Preferred:

- Must be comfortable with new forms of media, promote teamwork with attorneys and other professional librarians.
- Demonstrate a high degree of organizational and technical skills, to include Microsoft Office products, iManage, and other applicable software.
- Ability to process high volume of data, quickly and accurately.
- Excellent interpersonal skills, to include maintaining confidentiality of legal information.