

**Office of the Attorney General**  
Human Resources  
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Indianapolis, IN 46204  
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317-232-7979 (fax)



## **JOB POSTING**

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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 to Director Of Special Investigations**

#### **JOB DESCRIPTION**

Provide administrative support for Director of Special Investigations and Investigations Division to include any secretarial function. Some of these functions may include answering phone, dictation, word processing, typing, faxing, copying, making appointments, taking messages, etc.

#### ***Duties:***

- Maintain strict confidentiality of all Division matters
- Provide administrative support to Director and Investigator's with an emphasis on detail, quality and efficiency
- Act as central point of contact for Investigations Division
- Responsible for preparation of statistical reports, including but not limited to Month End Reports, Statistical Reports and other special reports as needed
- Report opened/closed cases and assist in preparation of Directors annual tort report data for the Governor's Office
- Opening and closing Special Investigative Requests at the direction of the Director of Investigations
- Preparing and sending closing letters to Claimants and other agencies
- Responsible for mail distribution; gathering and verifying timesheets for approval by Director of Investigations; and distributing Investigations payroll
- Process transportation authorizations and travel memoranda
- Answer telephone; open and close files and cases; maintain and organize files; obtain case information upon request from Litigation personnel
- Assemble data, copy documents, and maintain databases and files
- Conduct research as necessary and other duties as assigned by Director and the Attorney General

#### ***Skills:***

- Service oriented individual

- Proficient at word processing (Microsoft or equivalent), email (Outlook or equivalent), and spreadsheets and databases (Excel, Access, etc.)
- Good communication skills, including the ability to communicate with Claimants to obtain information or resolve matters in a timely manner
- Good client relations skills, communicate clearly and concisely; maintain professionalism in all verbal and written communications and keep others informed on a timely basis
- Ability to manage large volume assignments and multi task
- Demonstrate dependability, dedication, flexibility and solid time management
- Awareness of ethical concerns, including need for confidentiality