

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.state.in.us
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 / LITIGATION SUPPORT Telephone Privacy Enforcement

Principal Job Duties: Responsibilities include but are not limited to:

Providing clerical support for Telephone Privacy Section

- Oversee opening and distribution of mail
- Handle requests for complaint forms
- Log in mail for the attorneys and pull the correct files
- Produce reports and merge letters for enforcement files
- Order and distribute office supplies

Providing litigation support for Section Chief and two attorneys

- Produce documents for filing in court, including appearances, clerk letters, CCS entries, form motions, orders, etc.
- Assist attorneys with revisions of documents
- Prepare filings, including making copies of pleadings, and making labels for mailings, etc.
- Keep calendar of hearings and due dates

Providing telephone support for Telephone Privacy Section

- Answer calls from consumers, telemarketers and others about the Do-Not-Call list, robocalls, and unsolicited faxes

Providing administrative support for Do-Not-Call list

- Handle Do Not Call list payments and mail CDs to list purchasers

Requirements:

- High School diploma or equivalent
- Paralegal training or two years law office experience
- Good customer service skills
- Must be detail-oriented
- Proficiency in Microsoft Word and Outlook, familiarity with Excel and Access
- Must be able to communicate effectively, both orally and in writing
- Must be able to work independently at times with little supervision