Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
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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.

File Clerk
Unclaimed Property Division

JOB DESCRIPTION: This position will be responsible for maintaining any and all paper, electronic and any other form of records submitted to or created by the Unclaimed Property Division of the Attorney General's Office. This is an hourly position, therefore does not carry the State's benefits package.

RESPONSIBILITIES:

- File paid claim files, complete holder reports, electronic records and any other record for Unclaimed Property.
- Daily sorting and accurate filing of all completed paid claims and pending identification claims as needed.
- Maintain continual organization of approximately 30,000 new records annually in addition to previous year files.
- Maintain and retrieve records per requests by staff.
- Archive Unclaimed Property records according to the appropriate archive schedule.
- Coordinate pick up schedule for archived files with both internal and outside agency contacts.
- Scan Unclaimed Property records and electronically attach to UP3 record.
- Prepare, label and record information for all archive boxes on an annual basis.
- Primary liaison with state archive office as needed.
- Any other task assigned (including but not limited to answering phones, assisting walk-in customers, preparation of weekly mailings, etc.).

QUALIFICATIONS:

- High school diploma or higher.
- Proven related professional record keeping / cataloging experience required
- Computer proficiency including MS Excel, Word and data entry
- Self starter. Must be able to work independently and efficiently with attention to detail.
- Good time management skills
- Ability to organize records numerically
- Ability to lift/move 20-25 pounds (boxes with records)
- Good interpersonal and communication skills, both oral and written
- Must have professional references