

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.

JOB DESCRIPTION **HOLDER REPRESENTATIVE**

JOB DESCRIPTION: This position is responsible for receiving and uploading annual reports of unclaimed property. The responsibilities listed below detail the duties.

RESPONSIBILITIES:

- Set up annual Holder reports in Unclaimed Property database.
- Data entry (manual and electronic) of owner records from Annual Holder Reports.
- Set up receipts for funds received from Annual Holder Reports.
- Prepare checks delivered to Unclaimed Property for deposit in appropriate account and deliver deposits to the Treasurer's Office, per established deadlines.
- Assist with securities delivered with annual Holder reports (stocks and mutual funds).
- Balance Holder reports in database (report record equals receipt record equals total owner records).
- Assist Holder with change of information (name, address, contact person or phone number).
- Contact Holders about reports that are submitted incorrectly or that do not balance.
- Educate Holders with reporting procedures and requirements.
- Instruct Holders with using the Holder Reporting System (HRS).
- Other duties as assigned.

QUALIFICATIONS:

- Bachelors or Associates degree required.
- Prior professional work experience and recommendations required.
- Possess a sense of urgency; proven ability to work under pressure and meet deadlines.

- Proven team-working skills.
- Ability to be proactive and take initiative.
- Ability to assess and analyze issues.
- Excellent organizational skills.
- Ability to prioritize and work flexibly as new projects or issues develop.
- Proven strong verbal and written communication skills.
- Proven strong customer service skills.
- Fluency in MS Word, Outlook programs; experience using database software and MS Excel preferred.