



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana Gaming Commission		BU: 190
Division: Legal Counsel Division	Section/District: Gaming Research	
Job Title: Governor's Summer Intern		Job Code: N/A
Working Title (if different from above): (Job Opening ID: 577829)		
Reports To: Jenny Reske, Deputy Director		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This intern position will be assigned to the Gaming Research & Legal Division and will be responsible for researching various topics. The primary responsibility of the intern will be to complete the annual report, which exposes the intern to the composition, responsibilities and execution of every division within the agency.

Essential Duties/Responsibilities:

- Complete the annual report.
- Conduct research reference alternative gaming, internet gaming, illegal gaming, and problem gambling;
- Conduct research on regulatory issues associating with gaming;
- Draft letters and memorandums;
- Electronic imaging, copying and filing of agency documents;
- Providing back up as needed in the agency's reception area.

Job Requirements:

Qualifications include pursuit of a degree in Law, Communications, or a similar field;
Proficient in Microsoft Word, Excel, Publisher and Outlook;
Candidate must have excellent written communication skills;
Must be a self-starter and quick learner;
Ability to work independently as necessary.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

N/A

Responsibility:

See essential duties/responsibilities.

Personal Work Relationships:

N/A

Physical Effort:

N/A

Working Conditions:

Office environment.