

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
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.

Case Analyst Licensing Enforcement - Consumer Protection Division

The case analyst's purpose is to assist his/her supervising attorney in the investigation and prosecution of complaints concerning individuals holding professional licenses in Indiana. This position reports directly to the Assistant Section Chief in Professional Licensing.

Principle Job Duties:

- Conducts the investigation of the complaint by obtaining evidence and other pertinent information to provide a complete analysis of the facts. This information may include responses from parties involved, documentation regarding the transaction at issue, certified documents for both civil and criminal actions, timely follow-up of all requests made for the investigation.
- Analyze the information gathered and place this analysis in a written form of a board summary under the direction of the analyst's supervising attorney, which applies facts to the corresponding rules of professional conduct.
- Works as part of a team to bring cases to an appropriate resolution.
- Assists in discovery; witness interview and preparation; subpoenas and interrogatories; attend meetings, hearings, conferences, and depositions, as required.
- Documentation of all investigative activity in accordance with current office procedures.
- Effective communication with all parties according to office policy.
- Perform other duties and complete special projects as assigned by the analyst's supervising attorney and the Assistant Section Chief or Section Chief.

Qualifications:

- Bachelor's degree, paralegal certification, or equivalent work experience preferred.
- Strong research and writing skills, with emphasis on clear, persuasive analyses of the facts.
- Excellent communication skills, including the ability to relate effectively to both legal and non-legal individuals orally and in writing.
- Organizational skills, sufficient to work with large caseloads including monitoring of due dates are required. Ability to multi-task.
- Ability to work well as part of a team.
- Proficient in computer skills, including Microsoft Word, Excel, Access, and various case management tools.