

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.

Human Resources Generalist

The Human Resources Generalist will assist the Human Resources Director with the management of the day to day operations of the Human Resources Department and will serve as the Human Resources Director's backup for higher level functions, such as disciplinary actions and other employee relation issues.

Responsibilities Include:

- Recruiting and sourcing
- Applicant tracking administration
- Performance management administration
- Employee orientation
- Employee relations
- Employee communications
- Compensation and benefits administration
- Develops clear policies and procedures as needed
- Assists HR Director and Training Manager
- Other duties as assigned

Qualifications:

- Three plus years of related human resources experience strongly preferred
- General knowledge of employment laws and practices
- Experience administering disciplinary actions preferred
- Excellent computer skills in a Microsoft Windows environment
- Effective oral and written communication skills
- Excellent interpersonal and coaching skills
- Evidence of the practice of a high level of confidentiality
- Minimum of a Bachelor's degree or equivalent in Human Resources or related field
- Experience in recruiting preferred
- Professional in Human Resources (PHR) certification preferred but not required