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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.

## **UNCLAIMED PROPERTY CLAIMS INVESTIGATOR** **Investigations Division**

### **Job Description**

Attorney General's Office Investigators are responsible for collecting data/evidence from available sources, for the purpose of investigating and evaluating Unclaimed Property Division Claims. The individual should be flexible in regards to accepting the assignments and work schedule that might be required to perform the functions of this position.

- The knowledgeable and timely assessment of Unclaimed Property Claims to investigate and evaluate these claims.
- Conduct investigations, document case work, and submit reports in a timely manner. Must be able to write detailed, yet clear and concise investigative reports outlining the details of the information/evidence collected.
- Contact other agencies, individuals and businesses to gather evidence and information.
- Effectively and efficiently utilize available resources in the collection of information.
- Other duties as assigned.

### **Qualifications**

- To perform the job successfully, the individual must possess strong written and oral communication skills.
- The individual must be able to balance a high volume of cases and must be able to handle multiple assignments of varied type and difficulty on an ongoing basis. The individual must have technical/computer knowledge, and must be trustworthy, organized and highly motivated. The individual should be self-reliant and must also display tact, respect and ethical conduct in all aspects of their job.
- The individual must be able to calmly and politely handle a variety of situations, including situations that are adversarial and complex. The individual must be able to meet requirements and requests for confidentiality, and must be able to adapt to new situations and think quickly in sensitive situations.
- The qualified candidate must have a 4-year degree from an accredited college or university in a criminal justice or business related field, or possess the equivalent of college and work experience in law enforcement.
- Must pass a thorough background investigation and possess a valid Indiana driver's license.