

**JOB VACANCY ANNOUNCEMENT**  
**(Civilian)**



VACANCY #:	2019040	CLASS CODE:	3MB4
VACANCY TITLE:	Secretary IV, Forensic Biology (DNA) Unit		
VACANCY LOCATION:	Laboratory Division - Indianapolis		
STARTING SALARY:	\$19,136.00	*Starting salary may be adjusted based on education, experience and training.	
OPEN DATE:	April 11, 2019	CLOSE DATE:	April 24, 2019

**Job Description: (Responsibilities/Duties)**

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to provide secretarial support to the Forensic Biology (DNA) Unit, and other secretarial support as required by the Laboratory Division Command staff. Prepare memos, faxes, letters, reports, etc. Monitor telephone calls and appropriately direct calls. Distribute incoming interdepartmental correspondence and other mail. Maintenance and upkeep on all office equipment.

**Minimum Requirements:**

**A. Education, Training, Experience**

Must be a high school graduate or possess equivalent GED. Must be able to successfully complete Department typing test. Ability to proof read documents with accuracy as demonstrated by Departmental testing. Must possess word processing/personal computing skills. Working knowledge of general office procedures and clerical procedures used in performing specialized office duties. Ability to operate and maintain office equipment to include computer, transcriber, computer printer, copy and fax machines.

**B. Physical**

Work is normally performed in an office environment, with minimal physical effort required.

**Additional Comments: To be considered for this position you need to apply on-line at:**

**Indiana State Police - Career Opportunities - Civilian Opportunities at <https://www.in.gov/isp/3627.htm>**

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to [ISPCivilianJobs@isp.in.gov](mailto:ISPCivilianJobs@isp.in.gov) or mail to:

Indiana State Police  
Human Resources Division  
100 North Senate Avenue  
Indianapolis, IN 46204-2259  
Attn: Brandon Lowe

*Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at [www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf). Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.*

**Benefits**

*The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.*

**Equal Employment Opportunity**

*The Indiana State Police is an Equal Opportunity Employer.*

AUTHORITY: Major Sorrells

by:   
Personnel Officer I