

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



VACANCY #:	2019041	CLASS CODE:	4FB2
VACANCY TITLE:	Automotive Mechanic II (4 positions)		
VACANCY LOCATION:	Field Support Services - Indianapolis		
STARTING SALARY:	\$24,414.00	*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 keep all state owned vehicles in the best mechanical operating condition by performing preventative maintenance and assigned repairs.

**Minimum Requirements:**

**A. Education, Training, Experience**

Must be a high school graduate or possess equivalent GED. Must possess a valid driver's license and be able to operate a motor vehicle. Must be a graduate of an automotive trade school, or have at least two (2) years experience in automotive maintenance and repair. Must have the ability to distinguish and determine colors and sounds. Must have the ability to lift and move heavy objects.

Candidates may be considered for Automotive Mechanic III position (\$816 bi-weekly / \$21,216 per year), if either the two (2) years experience, or graduation from an automotive trade school requirement is not met.

**B. Physical**

Work is normally performed in a garage environment. Routinely requires standing on cement floor for extended periods, working in close confined areas, with exposure to hazardous materials and potentially dangerous equipment.

**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