JOB VACANCY ANNOUNCEMENT
(Civilian)

VACANCY #:	2020056	**CLASS CODE:**	2WN4
VACANCY TITLE:	Administrative Assistant IV-Firearms		
VACANCY LOCATION:	Criminal Justice Data Division - GHQ - Indianapolis		
STARTING SALARY:	$26,702.00	**Starting salary may be adjusted based on education, experience and training.*	
OPEN DATE:	August 14, 2020	**CLOSE DATE:**	August 28, 2020

Job Description: *(Responsibilities/Duties)*

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to supervise and manage the processing of Firearms Applications (permits) and the Administrative Firearms Licensing Hearing process. To provide expertise in the areas of Firearms Licensing, as well as state and federal handgun laws. To manage the Firearms Section record keeping process. To supervise the output of the Firearms Section processing procedures. To coordinate the the Administrative Firearms Licensing Hearing process.

Minimum Requirements:

A. *Education, Training, Experience*

Must be a high school graduate or possess the equivalent GED. Must be able to successfully complete Indiana Data and Communications System (IDACS) training within first six (6) months of employment. Must be able to account for all money collected for Firearm permits.. Must be able to learn and apply state and federal laws pertaining to record keeping and firearms licensing sales.

B. *Physical*

Work is normally performed in an office environment. Must have the ability to operate office equipment to include computer, computer printer, copy and fax machines.

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 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. 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.

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Personnel Officer I