JOB VACANCY ANNOUNCEMENT
(Civilian)

VACANCY #:	2020060	**CLASS CODE:**	3QB2
VACANCY TITLE:	Data Processing Operator II (2 positions)		
VACANCY LOCATION:	Criminal Justice Data Division - GHQ - Indianapolis		
STARTING SALARY:	$25,766.00	**Starting salary may be adjusted based on education, experience and training.*	
OPEN DATE:	September 11, 2020	**CLOSE DATE:**	September 25, 2020

Job Description: *(Responsibilities/Duties)*

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to handle the intake of expungement requests, attorney, court and FBI notifications, denials, restrictions and Unit correspondence, to include the update of records within the Indiana Criminal History System, which in turn updates the FBI's National Crime Information Center (NCIC) record. To enter data from a variety of source documents.
To verify the entered data is complete and accurate. To retrieve entries for analytical purposes. To provide clerical support to Communications & Information Systems Command, for the Criminal Justice Information Services Section as needed.

Minimum Requirements:

A. Education, Training, Experience

Must be a high school graduate or possess the equivalent GED. Must be able to verify information as demonstrated by Departmental testing. Must be able to input sixty-five (65) keystrokes per minute (kpm) as demonstrated by Departmental testing. Must have the ability to meet and maintain applicable Department certifications as required. Must have the ability to submit to security-related examinations as required.

B. Physical

Ability to operate and maintain 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