

**JOB ANNOUNCEMENT:
CLERICAL ASSISTANT 3-INDIANA STATE LAND OFFICE CONTRACT**

The Indiana State Land Office is accepting resumes for a Clerical Assistant 3 to perform temporary contract GIS work for the State of Indiana at the Central Office of the Indiana Department of Natural Resources in Indianapolis, Indiana. If interested contact Robert Mueller at rmueller@dnr.in.gov with cover letter and resume.

Duties

Incumbent performs a variety of relatively complex duties in a multifunctional area of state agency such as a data processing section or a central records section. Representative duties include: Gathers data and inputs the data into GIS system; Answers technical questions and traces requested information; Sorts and distributes or responds to and handles records, files and other documents; Prepares reports using information obtained from the supervisor or source documents; Proofreads, verifies accuracy and makes other reviews for compliance with form, content and procedures; Answers inquiries over the telephone and in person concerning specialized area; Receives correspondence, determines appropriate action and composes replies; Performs related duties as assigned.

Job Requirements

Considerable knowledge of administrative procedures involved in the gathering and inputting GPS data into a GIS system; Complete knowledge of procedures used in performing such tasks as arranging and maintaining a file system and assembling and disseminating information; Practical knowledge of laws and regulations pertaining to section functions; Extensive knowledge of GIS procedures; Ability to compose correspondence; Ability to be tactful when dealing with visitors and answering telephone calls.

Difficulty of Work

The work requires the application of agency rules, regulations and established procedures to complete standardized operations.

Responsibility

Assignments are carried out in accordance with standardized procedures and general work instructions that require following appropriate methods. Incumbent makes choices in performing a wide variety of standardized tasks or assignments. Work may be spot- checked occasionally while in progress and upon completion. Incumbent must use judgment in the selection of applicable methods and procedures. Inconvenience, loss of time and embarrassment to the agency could result from errors in relaying inaccurate information to the public or other agencies.

Personal Work Relationships

Personal work relationships are with the supervisor, staff, other agencies and the public for the purpose of furnishing or obtaining information and to expedite the daily workflow. Incumbent also has contact with the public or other state agencies in explaining program, tracing problems and maintaining coordination.

Contact

Send cover letter/resumes to: Attention Robert Mueller, Department of Natural Resources, Rm W 256, Indianapolis, IN 46204, or via email; rmueller@dnr.in.gov. All resumes must be postmarked by 10/5/2012.