

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer offering a hybrid work model allowing for the possibility of working three remote days per week.

SPECIAL INVESTIGATOR **Special Investigations Division**

Job Description

Attorney General's office Special Investigators are responsible for conducting criminal and/or civil investigations, which may include writing detailed reports including affidavits of probable cause, search warrants and interview reports. This position requires the ability to recognize and explain complex matters and to distinguish essential investigative data from non-essential. As the use of electronic devices and storage continues to increase, so does the need to be able to make use of electronic investigative methods, understand computers and storage issues. It may also be necessary to collect data/evidence from all available sources, take photographs, video and audio recordings and conduct surveillance. High volume of civil investigations requires regular negotiating, daily phone work, high level of organization and meticulous note taking and report writing. Providing security for the office and executive protection for the officeholder as needed and other duties as assigned by the Director or Deputy Director. Some travel, including rare overnight travel, is required, as is the need to occasionally work unconventional hours.

Competency

To perform this job successfully, the individual must possess strong written and oral communications skills, proven case management and technical/computer knowledge, must be trustworthy, organized and highly motivated. The successful candidate must be able to read and understand legal issues and complex claims, have a good understanding of insurance, have above average negotiation skills, and the ability to communicate findings effectively. The successful candidate must also be able to write clearly and concisely, have a good understanding of criminal procedure, be able to work in a team setting as well as alone and have demonstrated computer skills. This is not a sworn law enforcement position but many of the job duties are consistent with that of a sworn law enforcement officer. Must also display tact, respect and ethical conduct in all aspects of the job and in every situation.

Qualifications

The qualified candidate must have a minimum of a four-year degree from an accredited college or university or six years of relevant experience in investigations or a related field. Computer, business, or accounting background a plus. Must be able to pass a thorough background investigation, have a valid driver's license and be willing to attend and successfully complete investigator training.