



# JOB VACANCY ANNOUNCEMENT (Civilian)



VACANCY #:	2020051	CLASS CODE:	2YH3
VACANCY TITLE:	Regional Dispatcher		
VACANCY LOCATION:	Indianapolis Regional Dispatch Center - Indianapolis		
STARTING SALARY:	\$38,532.00	*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 receive, collate, record, disseminate and accurately dispatch information to Department police personnel, other law enforcement agencies and other support services through the use of a Computer Aided Dispatch (CAD) system, Records Management System (RMS), Automatic Vehicle Locator (AVL), Geographic Information System (GIS) and other Regional Dispatch Center resources.

To provide dispatch support to other Regional Dispatch Centers state-wide on an as needed basis, in response to natural disasters, inclement weather, or other operational needs. To coordinate emergency and non-emergency traffic with Department personnel and other public safety agencies. To provide emergency medical self-help to citizens while EMS units are en route. To process, analyze and dispatch Indiana Data and Communications System (IDACS), National Law Enforcement Telecommunications System (NLETS) and National Crime Information Center (NCIC) information to meet state and federal guidelines, utilizing their precise formats.

### Minimum Requirements:

#### A. Education, Training, Experience

Must be a high school graduate or possess the equivalent GED. Must successfully complete Department typing test. Must take a Department approved Dispatch Simulation test. Two (2) years public safety communications experience preferred. Emergency Medical Technician (EMT) certification preferred. Must become certified, and maintain certification, as a TDD/TTY operator. Must become certified, or provide proof of certification, in CPR and Emergency Medical Dispatch. Must have ability to maintain confidentiality. Must have ability to communicate effectively, both verbally and in writing.

#### B. Physical

Must be able to maintain concentration on numerous tasks in a busy and noisy environment. Must be able to remain calm in emergency situations. The Dispatch Center runs on a continuous 24 hours per day 7 days per week cycle. Must be able to work multiple or rotating shifts, requiring weekends and/or holidays.

### 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 CRS/slr

by:   
Personnel Officer I

**JOB VACANCY ANNOUNCEMENT  
(Civilian)**



VACANCY #:	2020052	CLASS CODE:	3LD2
VACANCY TITLE:	Evidence Clerk II		
VACANCY LOCATION:	Laboratory Division, Pendleton, District #51 - Pendleton		
STARTING SALARY:	\$25,766.00	*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 support the Laboratory's responsibilities and be accountable for the maintenance of the Department's evidence system.

This position will primarily work out of the ISP Pendleton Post facility; however, there will be additional responsibilities at the ISP Indianapolis Post facility, as well. A Department vehicle will be provided for transportation between the District facilities.

**Minimum Requirements:**

**A. Education, Training, Experience**

Must be a high school graduate or possess the equivalent GED. Must have the ability to work with computerized spreadsheets, databases and specialized software. The ability to work under pressure and successfully function in a stressful environment. Must be able to function independently and maintain confidentiality. Must possess a valid driver's license and be able to operate a motor vehicle. Must be able to apply and interpret guidelines, rules, regulations and established Laboratory practices.

**B. Physical**

Work is normally performed in an office environment, with minimal physical effort required.

**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 differentiate color as evidenced by medical certification.

\*\*Due to the rules of protective custody and the nature of the evidence handling system, the successful candidate will sit for a Polygraph Examination prior to any offer of employment.\*\*

AN EMPLOYMENT TOXICOLOGY SCREENING WILL BE REQUIRED.

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.

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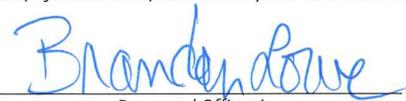
**Benefits**

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 CRS/slr

by:   
Personnel Officer I

**JOB VACANCY ANNOUNCEMENT  
(Civilian)**



VACANCY #:	2020053	CLASS CODE:	3LD2
VACANCY TITLE:	Clerical Assistant II		
VACANCY LOCATION:	Lafayette, District #14 - West Lafayette		
STARTING SALARY:	\$25,766.00	*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 provide secretarial and administrative support to the District Command staff, including Field Investigations Command staff. Prepare memos, faxes, letters, reports, etc. Monitor telephone calls and appropriately direct calls. Distribute incoming interdepartmental correspondence and other mail. Maintenance and upkeep on all office equipment.

**Minimum Requirements:**

**A. Education, Training, Experience**

Must be a high school graduate or possess the equivalent GED. Must be able to successfully complete Department typing test. Must have the ability to proofread documents with accuracy, as demonstrated by Departmental testing. Must possess word processing/personal computing skills. Working knowledge of general office procedures and clerical procedures used in performing specialized office duties.

**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.

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by:   
Personnel Officer I

**JOB VACANCY ANNOUNCEMENT  
(Civilian)**



VACANCY #:	2020054	CLASS CODE:	4AA1
VACANCY TITLE:	Building Custodian I		
VACANCY LOCATION:	Peru, District #16 - Peru		
STARTING SALARY:	\$34,398.00	*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 maintain the State Police building facilities and surrounding grounds. Must be able to perform basic cleaning duties, to include vacuuming, dusting, sweeping and cleaning restrooms. Must be able to set up/organize meeting rooms and move furniture. Must be able to perform inspection of flags, and to raise and lower flags as directed.

**Minimum Requirements:**

A. Education, Training, Experience

Must be a high school graduate or possess the equivalent GED. Must be able to perform general maintenance and cleaning duties. Must be able to operate cleaning, mowing and maintenance equipment and tools. Must be able to inspect and replace light bulbs and fluorescent tubes as necessary. Must be able to basic maintenance on water softeners, humidifiers and furnaces as necessary.

B. Physical

Must be able to lift, carry or move heavy objects. Must have the ability to climb, stoop, bend or kneel as necessary. Must be able to work outside during adverse weather conditions. Must be able to work with chemicals and other hazardous solutions.

**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.

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by:   
Personnel Officer I

# JOB VACANCY ANNOUNCEMENT (Civilian)



VACANCY #:	2020055	CLASS CODE:	11F4
VACANCY TITLE:	Forensic Scientist IV, Firearms Identification Unit		
VACANCY LOCATION:	Fort Wayne Regional Laboratory - Fort Wayne		
STARTING SALARY:	\$46,709.00	*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 support the Laboratory Division's forensic firearms and toolmark analysis at an entry level. Will be trained to conduct forensic firearms and toolmark analysis examinations. Must be able to communicate findings of examinations to various elements in the Criminal Justice system, including court testimony as an expert witness.

### Minimum Requirements:

#### A. Education, Training, Experience

A Bachelor's degree, or higher, with natural and/or forensic science courses. Basic knowledge of firearms and ammunition components is preferred. Must successfully complete an Indiana State Police Laboratory approved internship program after selection. Basic knowledge of the theory and practical operation of a variety of scientific instrumentation and analytical techniques. Must be able to communicate effectively, both orally and in writing, with both scientific and nonscientific personnel. Must possess a valid driver's license and be able to operate a motor vehicle.

#### B. Physical

Work normally performed in a laboratory environment. Must be able to attend training at alternate locations for extended periods of time. Must be able to travel by aircraft or other vehicles. Must be able to differentiate color as evidenced by medical certification.

\*\*The successful candidate will be required to sign a three (3) year employment agreement\*\*

### 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>**

Current/Past Indiana State Police employees: For Pre-1987 and 1987 Pension Plan members wishing to apply for for these positions, the provisions of HMR023 apply. Part I, 11 and 12, Part IV, 37f and Part V, 38e of the Pension Trust Agreement also apply. A copy of the September 2014 restated Pension Trust is available upon request from the Human Resources Division.

AN EMPLOYMENT TOXICOLOGY SCREENING WILL BE REQUIRED.

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by:   
Personnel Officer I

# JOB VACANCY ANNOUNCEMENT (Civilian)



VACANCY #:	2020056	CLASS CODE:	2WN4
VACANCY TITLE:	Administrative Assistant IV-Firearms License Section		
VACANCY LOCATION:	Criminal Justice Data Division - GHQ - Indianapolis		
STARTING SALARY:	\$26,702.00	<i>*Starting salary may be adjusted based on education, experience and training.</i>	
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>**

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