

Administrative Assistant

Date Posted: May 15, 2024

Requisition ID: 443173

Location:

Indianapolis, IN, US, 46204

Work for Indiana

Begin a fulfilling career with the State of Indiana by joining one of the largest employers in the state, offering a diverse range of opportunities across 60+ agencies. At the state, you'll find competitive compensation, a robust benefits package and a commitment to work-life balance. Most importantly, you'll have the chance to make a real and measurable impact on the lives of Hoosiers across Indiana.

At the State of Indiana, we don't just talk about diversity and inclusion—we make it our goal to create a welcoming, accessible, and equitable workplace with a workforce that is representative of Indiana's population. As a proud equal opportunity employer, reasonable accommodations may be available to enable individuals with disabilities to complete the application and interview process as well as perform the essential functions of a role.

About the DNR Fish and Wildlife Division:

The Division of Fish & Wildlife enriches the quality of life for present and future generations by balancing the biological, ecological, recreational, and economic benefits of Indiana's fish, wildlife, and their habitats.

Role Overview:

As the Administrative Assistant, you will be responsible for working within an office environment to support your agency with the required tasks to complete the position's responsibilities. This is a position that requires experience in an office environment creating and maintaining established procedures. In this role, you may be working independently, performing various responsibilities, problem-solving, and providing a wide range of functions.

Salary Statement:

The salary for this position traditionally starts at \$39,000.00 but may be commensurate with education or work experience.

A Day in the Life:

The essential functions of this role are as follows:

- Provides complex administrative support to a department, agency, or facility.
- Makes program improvement recommendations to agency executives.
- Makes recommendations in developing new policies to facilitate the meeting of agency goals.
- Develops new methodology and structures for improvement of agency functioning.
- Researches and investigates program and procedural problems.
- Explains agency policy and procedures to interested parties.
- Follows-up on plans, programs, policies, and procedures to ensure uniform compliance.
- Investigates administrative problems that arise within the agency.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

What You'll Need for Success:

The ideal candidate in this role should minimally have either

- a Bachelor's Degree and 1+ year of experience, or
- an Associate's Degree and 3+ years of experience, or
- at least 5+ years of experience applying the below, outlined knowledge, skills, and abilities in a similar role.

Related certifications and coursework may be considered for education or experience.

You must meet the following requirements to be considered for employment:

- Specialized knowledge of the theories, principles, and practices of administrative management
- Extensive knowledge of department or agency programs
- Working knowledge of state government administrative structure
- Organizational skills with the ability to prioritize tasks effectively and multitask
- Ability to coordinate the work of diverse professional and support personnel
- Ability to effectively communicate, both orally and in writing
- Ability to maintain cooperative work relationships
- Ability to develop new, alternative solutions for encountered problems

Supervisory Responsibilities/Direct Reports:

This role may be utilized in a supervisory capacity based on agency needs.

Benefits of Employment with the State of Indiana:

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Three (3) medical plan options (including RX coverage) as well as vision and dental plans
- Wellness Rewards Program: Complete wellness activities to earn gift card rewards
- Health savings account, which includes bi-weekly state contribution
- Flexible work scheduling options, including the potential for hybrid remote work for employees whose work may be performed outside state facilities
- Deferred compensation 457B account (similar to 401k plan) with employer match
- Two (2) fully-funded pension plan options
- A robust, comprehensive program of leave policies covering a variety of employee needs, including but not limited to:
 - 150 hours of paid new parent leave
 - Up to 15 hours of paid community service leave
- Combined 180 hours of paid vacation, personal, and sick leave time off
- 12 paid holidays, 14 on election years
- Education Reimbursement Program
- Group life insurance
- Referral Bonus program
- Employee assistance program that allows for covered behavioral health visits
- Qualified employer for the Public Service Loan Forgiveness Program
- Free Parking for most positions
- Free LinkedIn Learning access

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, or veteran status. We will comply with the spirit as well as the letter of all applicable state and federal laws.

If you are a qualified individual with a disability and require reasonable accommodations to complete this application, you can request assistance by contacting the Indiana State Personnel Department at jobs@spd.IN.gov.

The State of Indiana has established a culture that welcomes equity, inclusion, and opportunity for all employees and applicants. We encourage you to apply if you feel you have the transferrable skills to be successful in this position and we look forward to reviewing your application.

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