

**DELAWARE DEPARTMENT OF JUSTICE**

**JOB OPENING**

**Opening Date: December 22, 2015**

**Closing Date: January 4, 2016**

**ADMINISTRATIVE SPECIALIST I, (PAY GRADE 7)**

**CRIMINAL DIVISION, FELONY SCREENING UNIT, NEW CASTLE COUNTY**

**JOB RESPONSIBILITIES AND DUTIES:**

**This position provides administrative support to the Felony Screening Unit, Criminal Division, in New Castle County. The duties associated with this position include, but are not limited to, accessing and printing documents as needed, from both CJIS and JIC, filing, managing several calendars, pulling files associated with those calendars and closing of prelim and plea files in the case tracking system as well as maintenance of the records of those closings. The position is also required to rotate with the other administrative staff in the Criminal Division at the front reception desk and the intake desk. The Case Processing group will also require some assistance from time to time, including closing files, preparing charging documents, and assisting the Supervisor and Assistant Supervisor of the CPU. This position requires interaction with both the Court and law enforcement, including but not limited to scheduling intakes and coordinating the bail reduction and video bail calendars.**

**QUALIFICATIONS:**

**Candidate must be detail-oriented, able to multi-task, well organized and proficient in Microsoft Word Office Suite and LEISS. Candidate must possess excellent spelling and grammar, and proofreading skills.**

**Internal applicants: Please send an updated Resume or a summary of work experience to the Director of Human Resources.**

**External applicants: Please submit a Resume and completed State Application to Human Resources, Delaware Department of Justice, 820 N. French Street, 6<sup>th</sup> Floor, Carvel State Building, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to 302-577-5866.**