

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 14, 2015 Closing Date: October 20, 2015

**ADMINISTRATIVE SPECIALIST II (Pay Grade 8)
Civil Division, Health Law Unit, New Castle County**

Job Responsibilities and Duties:

This secretarial position will support the Deputy Attorneys General in the Civil Division, Health Law Unit in New Castle County. Duties will include general secretarial functions such as setting up and maintaining files, faxing, typing correspondence, copying and collating. This secretarial position will also assist the Deputy Attorneys General with basic research and follow up with cases, requesting reports and handling other secretarial support duties as assigned. This Administrative Specialist will also be part of the rotation schedule as back up coverage to the main Receptionist.

Minimum Qualifications:

- Must be detail-oriented, well-organized and possess good written and oral communication skills
- Must be proficient in Microsoft Word and Excel
- Must possess excellent spelling, grammar and proofreading skills
- Must be able to interact professionally with members of the public, including victims, defendants and defense attorneys
- Must be able to answer telephones and take accurate messages

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, 6th Floor, Carvel State Building, Wilmington, DE 19801 or e-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.