

**DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING**

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Opening Date: September 24, 2015 Closing Date: October 2, 2015

CASUAL/SEASONAL RECEPTIONIST

**Main Reception Area, Fifth Floor-Carvel State Building for Department of Justice
New Castle County**

Job Responsibilities and Duties:

This position is one of two of the *main* Receptionists in the Carvel State building for the Delaware Department of Justice, Fifth floor, with standard work hours of 8:30 a.m. to 5:00 p.m. The primary duties are to greet visitors, sign in for mail receipt, answer and transfer a high volume of telephone calls that come in to the Department of Justice in New Castle County. This position has a very high volume of visitors, answers multiple telephone lines and is expected to take accurate messages and forward telephone calls. This position is expected to respond to general questions about the Department and the criminal justice system. Duties could include other clerical functions such as typing, filing and data entry, copying and collating information. This position also will serve as back up with data entry into the case management system of the Fraud & Consumer Protection Division answering calls from consumers.

Minimum Qualifications:

- Must be detail-oriented.
- Must be able to work effectively and efficiently in managing multiple priorities in an extremely fast-paced work environment.
- Must be well organized and proficient in Microsoft Word office suite.
- Must have excellent verbal and written skills; excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.
- Must have a working knowledge of proper professional reception practices and procedures, including eliciting/disseminating routine information.

If you are interested in being considered for this integral Casual/Seasonal Receptionist position, please submit a Resume and State Application to Human Resources, Delaware Department of Justice, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, or E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.