

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 5, 2016

Closing Date: October 13, 2016

Administrative Specialist I, Pay Grade 7

Family Division, Juvenile Delinquency/Truancy Unit, New Castle County

Job Responsibilities and Duties: Incumbent provides secretarial support to Deputy Attorneys General in the Family Division in the Juvenile Delinquency/Truancy Unit in New Castle County. This Administrative Specialist sets up litigation files, types a variety of pleadings, including but not limited to motions, responsive pleadings, request for production of documents, appellate briefs; types correspondence and advice letters to client agencies; photocopies and organizes complex documents, files pleadings, and manages a large volume of files for litigation support on a daily basis. This position involves significant telephone contact with client agencies, Family Court and members of the public.

Minimum Qualifications: Must be detail-oriented, well-organized and proficient in Microsoft Word. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages in conjunction with dealing with a high volume of calls from the public. This position will be included in the rotation schedule for the main Receptionist.

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

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