

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: June 10, 2016

Closing Date: June 17, 2016

**Administrative Specialist II (Pay Grade 8)
Criminal Division, Felony Trial, County Unit
New Castle County**

Job Responsibilities and Duties: This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Felony Trial/County Unit in New Castle County. The Felony Trial Unit is a very fast-paced, extremely high volume of work atmosphere. The Administrative Specialist sets up files, runs criminal record checks, types informations/indictments, requests reports, answers discovery and manages busy calendars. The Administrative Specialist types briefs, prepares pleadings and correspondence, coordinates scheduling, files documents and manages a heavy telephone volume within the Unit. This Administrative Specialist must be prepared to multi-task; working for several Deputy Attorneys General at any given time and handling extra duties as assigned by the Deputy Attorneys General. This position is also part of a rotation schedule that provides telephone coverage for the 7th floor main Receptionist when there is an absence and coverage is needed.

Minimum Qualifications: Must be detail-oriented, well-organized and proficient in Microsoft Word office suite and DELJIS. Must have the ability to interact professionally with members of the public, including victims and witnesses. Must maintain a productive working relationship with Court staff. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer heavy telephone volume and take accurate messages.

Internal Applicants: Please submit an updated Resume or a summary of work experience to the Director of Human Resources.

External Applicants: Please submit a Resume and a State Application to Human Resources, Delaware Department of Justice, at 820 N. French St., 6th Floor, Wilmington, DE 19801 or e-mail to DOJHR@state.de.us or fax to 302-577-5866.