

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: April 28, 2016

Closing Date: May 9, 2016

**ADMINISTRATIVE SPECIALIST/CLERICAL (Pay Grade 9)
Executive Division, New Castle County**

Job Responsibilities and Duties: This Administrative Specialist III provides secretarial support to the Chief State Detective and staff of the Extradition Unit in the Executive Division. This unit is responsible for a variety of activities regarding the extradition of fugitives back to the State of Delaware as well as executing all Governor's warrants for other states on fugitives located within Delaware. While this position is located in New Castle County, this position is also expected to support staff throughout all three counties in the Executive Division, particularly the Special Investigative Unit, when needed.

This administrative secretarial position is required to prepare legal correspondence and put documents such as police reports and identification information in proper format in preparation for filing with various courts or agencies. Will also scan documents, file, process incoming mail, answer telephones and do other tasks as assigned to assist the unit. This secretary in this position will coordinate meetings, hearings and other important dates for State Detectives.

Minimum Qualifications: Must be detail-oriented, well-organized and proficient in Microsoft Office Word, Excel, Access, PowerPoint and Outlook. Knowledge of DELJIS, NCIC, LEISS, LexisNexis and Westlaw is a plus. Must possess excellent spelling, grammar and proofreading skills. Strong interpersonal skills are desired as this position assists the Chief State Detective and the unit in acting as liaison between the unit and law enforcement agencies in Delaware and throughout the country. Must be able to take accurate phone messages; serving as a point of contact for members of the criminal justice system both within and outside the State of Delaware.

Internal Applicants: Please submit an updated Resume or Summary of Work Experience to the Director of Human Resources.

SINCE THIS IS AN ADMINISTRATIVE SPECIALIST/CLERICAL POSITION ASSIGNED AT THE UPPER MANAGEMENT LEVEL, THE FOLLOWING MUST ALSO BE SUBMITTED WITH A RESUME or SUMMARY OF WORK EXPERIENCE:

A written promotion recommendation from your current Supervisor

External Applicants: Please submit your 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.