

**DELAWARE DEPARTMENT OF JUSTICE**

**JOB OPENING**

**Opening Date: August 3, 2016**

**Closing Date: August 10, 2016**

**ADMINISTRATIVE SPECIALIST III (Pay Grade 9)**

**Victim's Compensation Assistance Program (VCAP)**

**Located in New Castle County at 900 King Street, Suite 4, Wilmington, DE**

Job Responsibilities and Duties:

In summary, this position provides technical and administrative support directly to the Executive Director of the Victim's Compensation Assistance Program (VCAP) and will be responsible for a variety of activities in support of VCAP such as budgeting, accounting, purchasing, and other related activities; creating and processing payment voucher documents; and creating and maintaining databases and spreadsheets.

Duties include setting up and maintaining files, typing official correspondence, coordinating meetings and handling telephone coverage. At this Administrative Specialist III level, this position may be asked to serve as a lead worker or a coach to other administrative support staff. This Administrative Specialist will have contact with the public on a daily basis.

This Administrative Specialist will apply VCAP laws, rules, regulations, policies and procedures in maintaining and processing information. Will create official VCAP word processing documents, create and maintain databases using software packages; create and maintain spreadsheets, create original presentations using software packages. Will establish tracking and monitoring systems and conduct follow up to ensure effective resolution of matters.

This Administrative Specialist will obtain, organize and draft technical and administrative material necessary for public information or departmental use. Collect and compile data to prepare reports and provide supporting documentation. Will analyze routine operating practices and procedures and make recommendations to ensure smooth and efficient office operations. Will maintain and control data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, VCAP and project activities. In addition, will be expected to handle other duties as assigned by the Director of VCAP.

Minimum Qualifications:

- Work experience in customer service including phones, serving the public in a walk-in environment and being knowledgeable of state resources which could be available for information and referral
- Work experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others
- Work experience in processing claims payments, preparing payments vouchers and working in First State Financials ("FSF") or other accounting systems to process payments
- Work experience in creating reports which includes combining and presenting data from multiple sources in an organized format
- A minimum of six to eight years of experience in the administrative secretarial field
- The ability to work independently with limited supervision
- Must be detail oriented, well-organized and proficient in Microsoft Word

**INTERNAL APPLICANTS ONLY: SINCE THIS IS A SECRETARIAL POSITION ASSIGNED TO SUPPORT AT THE UPPER MANAGEMENT LEVEL, A WRITTEN PROMOTION RECOMMENDATION FROM YOUR CURRENT SUPERVISION MUST ALSO BE SUBMITTED WITH A RESUME TO THE DIRECTOR OF HUMAN RESOURCES.**

External Applicants: Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 6<sup>th</sup> floor, Carvel State Building, 820 N. French Street, Wilm, DE 19801, or e-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.