

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: June 13, 2017    Closing Date: June 20, 2017**

**ADMINISTRATIVE SPECIALIST II, (Pay Grade 8)  
Criminal Division, Felony Screening Unit, Sussex County**

Job Responsibilities and Duties:

This Administrative Specialist II, Pay Grade 8, position will support Deputy Attorneys General in the Felony Screening Unit in the Criminal Division, in the Sussex County office. Duties will include the following: setting up and maintaining files, running criminal histories, typing informations/indictments, answering pre-indictment discovery, assisting in contacting victims and witnesses, preparing transfers to other Courts, assisting in Court for preliminary hearings, requesting reports and handling other legal secretarial duties as assigned. There is also phone rotation participation for the main Sussex County receptionist phones.

Minimum Qualifications:

Prior experience with programs such as DELJIS, LEISS, NCIC and ENFORCER would be beneficial.

Must be detail-oriented, well-organized and have proficient computer skills in Microsoft Office suite. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer heavy telephone volume with police officers, victims/witnesses and take accurate messages. Must be able to handle multiple tasks in a fast-paced work environment with specific deadlines. Must have the ability to interact professionally with members of the public and internal staff including Court staff.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):**

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**