

Casual/Seasonal JOB OPENING
DELAWARE DEPARTMENT OF JUSTICE

Opening Date: August 14, 2017

Closing Date: August 25, 2017

This is a Casual/Seasonal position (in order to be in compliance with the Delaware Code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Casual/Seasonal Administrative Assistant
Fraud & Consumer Protection Division, Consumer Protection Unit
New Castle County

Job Responsibilities and Duties: This Casual/Seasonal Administrative Assistant provides secretarial support to the Program Administrator of the Automatic Residential Mortgage Foreclosure Mediation Program (the “Mediation Program”) which is housed within the Fraud & Consumer Protection Division, Consumer Protection Unit in New Castle County. This Administrative Assistant supports the Program Administrator in ensuring the timely and efficient administration of the Mediation Program, including attending mediation conferences in all three Delaware counties, assisting with e-filing and retrieving Mediation Program documents on File & Serve Xpress, and data entry. This Administrative Assistant may also be required to draft correspondence as well as field calls and e-mails from Mediation Program participants. This Administrative Assistant will also aid the Program Administrator in managing conference calendars and in the coordination of scheduling. This position involves managing a high volume of foreclosure filings and efficient management of the data required to be collected from those filings. Attention to detail and the ability to manage a high volume of work while meeting important deadlines are requirements for this position.

Minimum Qualifications: Must be detail-oriented, well organized, and proficient in Microsoft Office Suite. Working knowledge of File & Serve Xpress and basic knowledge of the foreclosure process in Delaware is preferred. Travel to Sussex and Kent counties will be required on occasion.

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, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.