

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 13, 2017

Closing Date: September 20, 2017

Administrative Specialist I, Pay Grade 7

Family Division, Juvenile Delinquency/Truancy Unit, New Castle County

Job Responsibilities and Duties: Provides secretarial support to Deputy Attorneys General in the Family Division, Juvenile Delinquency/Truancy Unit, in New Castle County. This Administrative Specialist creates and compiles criminal files, types a variety of documents and correspondence to victims and attorneys; photocopies and organizes complex documents, files/cases, and manages a large volume of files for trial support on a daily and weekly basis. This position involves significant telephone contact with other attorneys, Family Court and members of the public. This position may also assist in administrative coverage for the Department at the Courthouse. This position will be included in the rotation schedule for the Department's Main Receptionist telephones.

Minimum Qualifications: Must be detail-oriented, well organized and proficient in Microsoft Word. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages in conjunction with dealing with a high volume of calls from the public.

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.