

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 9, 2019

Closing Date: January 17, 2019

**ADMINISTRATIVE SPECIALIST II, (Pay Grade 8)
Criminal Division, Domestic Violence Unit, New Castle County**

Job Responsibilities and Duties: This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Domestic Violence Unit in New Castle County. This Administrative Specialist creates files, runs criminal record checks, types petitions, informations, and indictments. Runs and requests police reports, prepares correspondence drafting for attorneys. Closes files and collates and manages weekly calendars. This Administrative Specialist prepares other legal correspondence and briefs, coordinates scheduling, files documents and manages a high volume of telephone calls from victims/witnesses and the public including telephone requests from the Court. This Administrative Specialist maintains the felony case tracker, including preparing statistics for the felony cases, and prepares reports related to the VAWA grant. This position is part of a phone coverage rotation for the main Receptionist telephones in New Castle County.

Minimum Qualifications: Must be detail-oriented, well-organized, and proficient in Microsoft Word office suite and Excel. Must possess excellent spelling and grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

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.

