

DELAWARE DEPARTMENT OF JUSTICE

CASUAL/SEASONAL JOB OPENING

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.

Opening Date: August 27, 2019

Closing Date: September 18, 2019

CASUAL/SEASONAL - Administrative Assistant
Executive Office, Operations Unit
New Castle County

This is a Casual/Seasonal Administrative Assistant position that is needed to provide administrative support in the form of overseeing the Department of Justice's file room. Duties include general administrative support; including data entry, working with Units/Divisions to monitor file room procedures, requesting reports, collating information, filing documents and tracking all incoming and outgoing case files. Duties also include working with Public Archives regarding shred activities and ensuring record retention polices are adhered to in addition to other miscellaneous administrative duties as needed.

This Assistant will be responsible for records management, which includes the maintenance, storage, retrieval, retention and disposal of documents and reports. This Assistant will create and maintain a variety of systems, logs and records to locate documents/files for tracking and research purposes. Will participate in the development and maintenance of quality control procedures by recommending guidelines for handling documents as they move through the system. Will research, trace and locate permanent records identified as containing inaccurate documents and make necessary corrections.

Minimum Qualifications:

Must be detail oriented and well organized with the ability to pay attention to detail while working in a fast-paced work environment. Must possess excellent proofreading skills, excellent written and verbal communication skills. Must be able to interact professionally with all members of the Department of Justice.

- Knowledge of effective means of communication.
- Skilled in locating and retrieving documents and records.
- Ability to establish and maintain records systems.
- Ability to operate a computer terminal equipped with multi-window capabilities.
- Ability to lift 40lbs regularly and climb step stools.
- Ability to work independently.

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@delaware.gov OR Fax to: 302-577-5866. EOE.