

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: January 12, 2022

Closing Date: Until Filled

**MAIN RECEPTIONIST FOR THE DELAWARE DEPARTMENT OF JUSTICE
Administrative Division, New Castle County**

Job Responsibilities and Duties:

This position is the integral *main* Receptionist position and first contact for the Delaware Department of Justice (“DOJ”) offices in New Castle County, Carvel State building, Fifth floor. This position has an extremely high volume of activity in providing professional, courteous, and exceptional customer service to internal and external callers and visitors to the DOJ. This position is expected to direct visitors and callers to the appropriate DOJ internal workforce. This position will greet the public in person and have contact via the telephones, in addition to picking up, sorting, and delivering incoming mail, facsimiles, processing special deliveries, contacting DOJ personnel for telephone calls and visitors, mail received; ensuring mail left for pick up is handled and received (all packages, UPS, FedEx, etc.). Duties also will include administrative functions such as typing, filing and data entry, copying and collating information and other administrative special projects assigned when needed.

The primary work hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. *External Applicants, please view link below for website to State Healthcare/Benefits.*

Minimum Qualifications:

- Must be detail oriented.
- Must have excellent telecommunication skills such as listening, speaking, and taking accurate messages.
- Must have strong time management skills with ability to multi-task priorities in a fast-paced work environment.
- Must be dependable on daily start and end times.
- Must have ability to remain calm, acknowledge and research concerns and resolve issues and direct them to the correct party for resolution while maintaining a professional and friendly demeanor.
- Must have ability to keep the main reception area orderly and neat.
- Must be well organized and proficient in Microsoft Word office suite including Excel, Word, and Outlook.
- Must have excellent verbal and written skills, excellent spelling, grammar, and proofreading skills.
- Must have a working knowledge of proper professional reception practices and procedures, including eliciting/disseminating routine information.
- Must have strong organizational skills.

Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.

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.

External Applicants: Please view the link to website for State Healthcare/Benefits: <https://dhr.delaware.gov/benefits/agencies/index.shtml>