

Casual/Seasonal JOB OPENING
DELAWARE DEPARTMENT OF JUSTICE

Opening Date: November 30, 2022

Closing Date: Until Filled

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 HUMAN RESOURCES ASSISTANT
Administrative Division, Human Resources Unit
New Castle County

Job Responsibilities and Duties:

This is an integral Casual/Seasonal Human Resources Assistant position within the Delaware Department of Justice ("DOJ"), Administrative Division, Human Resources Unit, with primary administrative work responsibilities in the Human Resources Unit. This Human Resources Assistant will assist other staff in the Human Resources Unit by entering data into the State Payroll Human Resources Statewide Technology ("PHRST"), organizing, filing, and maintaining records within confidential filing system, typing correspondence, scheduling meetings, handling general employee queries on the phones, via email and in person, and performing other Human Resources administrative duties as needed. This position will interact with all DOJ employees and other state agency Human Resources staff, through various methods of communication.

Minimum Qualifications:

One year of professional customer service work experience in providing guidance, direction and recommendations to employees, management, or others on inquiries and/or challenges.

One year of experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

Strong interpersonal, written and verbal communication skills.

Ability to be able to work efficiently and independently in a fast-paced work environment. We are looking for applicants who are self-starters, detail-oriented, well-organized and proficient in Microsoft Word and Excel. Must possess excellent spelling, 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@delaware.gov OR Fax to: 302-577-5866. EOE.