



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

INVESTIGATIONS DIVISION SECRETARY

Provide support for Investigations Division to include any secretarial function. Some of these functions may include answering phone, dictation, word processing, typing, faxing, copying, filing, taking messages, etc.

Duties:

- Maintain strict confidentiality of all Division matters
- Provide support to Section Chief and Investigators with an emphasis on detail, quality and efficiency
- Preparing and sending correspondence as directed
- Answer telephone; open and close files and cases; maintain and organize files;
- Coordinate with various office sections and other agencies and offices as needed
- Assemble data, copy documents, and maintain databases and files
- Conduct research as needed
- Various other secretarial duties as assigned by Investigators or Section Chief

Skills:

- Selected individual must be service oriented
- Proficient at word processing (Microsoft or equivalent), email (Outlook or equivalent), and spreadsheets and databases (Excel, Access, etc.)
- Good communication skills, including the ability to communicate with all people in a polite, respectful and helpful manner
- Good client relations skills, communicate clearly and concisely; maintain professionalism in all verbal and written communications and keep others informed on a timely basis
- Ability to manage large volume assignments and multi task
- Demonstrate dependability, dedication, flexibility and solid time management
- Awareness of ethical concerns, including need for confidentiality