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.

Receptionist and Constituent Services Representative
Administration Division

Responsibility: The Constituent Services Representative is responsible for communicating the actions of the Attorney General in a customer focused environment.

Duties:
- Field, manage, and keep detailed records of all constituent communications
- Check guests in for office visits
- Communicate actions of the Attorney General in a customer focused environment
- Maintain a detailed understanding of current state and federal legislation and government agencies
- Provide weekly reports to the Deputy Chief Administrative Officer of communication with constituents
- Research projects as assigned by Deputy Chief Administrative Officer or Executive Assistant
- Other duties assigned

General Required Job Skills, Knowledge and Abilities:
- Minimum 4-year Bachelor’s Degree from an accredited university
- Exceptional written and verbal communications
- Responsible for having a broad understanding of current events
- Detailed knowledge of local, state and federal government
- Keep abreast of state and federal legislation that impacts constituents
- Ability learn new concepts quickly
- Able to handle stressful situations