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.

Outreach Representative
Administrative Division

Duties include, but are not limited to the following:

- Identify, engage and manage relationships with various constituencies based on the services provided by and policy priorities of OAG.
- Identify, prioritize, and attend meetings or events on behalf of OAG.
- Identify and prioritize events in your district that the AG should personally attend.
- Attend meetings or events with the Attorney General in the assigned district or other areas of the state as needed.
- Manage follow up tasks or constituent questions from meeting or events within the assigned district.
- Compile all information from external events, conversations with constituents, and various tasks and provide a weekly report to the Deputy Administrative Officer.
- Other duties as assigned.

Requirements:

- Work well with the public (one on one and addressing a crowd)
- Ability to multitask and adapt quickly to change
- Ability to work mornings, evenings and weekends as needed
- Proficient in MS Office 365