

**Position: Administrative Assistant I – Business Services**

**Job Description:** This position will report to the Assistant Commissioner of Operations & Legislative Affairs

**Duties include:**

- Intake and processing of public records requests and subpoena's
- Facilitate and track records management duties such as retention, destruction, and filing
- Communicate with staff, licensees, the public and other agencies regarding public records requests and subpoena's
- Complete special projects, such as, but not limited to: Scanning, filing, division specific tasks
- Administrative correspondence with other agencies
- Initiate phone calls when required to gather information
- Support Mail Clerk Functions
- Produce reports for the Commissioner
- General office duties - filing, scanning, correspondence
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Strong oral and written communication skills, as well as the ability to analyze data/ complex information and convey it in a clear and concise manner
- Extensive use of Microsoft Office products (Word, Excel, Publisher and Outlook particularly), preferably through MS Office 2010 version
- Ability to work within deadlines
- Ability to organize, prioritize and perform multiple tasks on a daily basis and work as a team player within several divisions
- Ability to understand written and verbal instructions and complete assigned tasks accurately
- Ability to exercise good judgment in safeguarding confidential and sensitive information
- Ability to exercise diplomacy when dealing with people in sensitive situations
- Extensive experience operating standard office equipment including desktop computers, copiers, scanners, and fax machines
- Interpret and implement State statutes, administrative rules, and procedures as necessary
- Establish and maintain effective, cooperative relationships as necessary to conduct work product

**Desired Qualifications:**

- An Associate's degree or higher from an accredited college or university in public administration, or a related degree.
- At least 2 years of progressively responsible experience as an Administrative Assistant in a professional environment
- Experience with Arizona Revised Statutes preferred but not required.

**Salary: \$23,000**

**Qualified applicants shall apply by sending completed resumes to [sdobbins@azre.gov](mailto:sdobbins@azre.gov)**

**No phone calls or office visits.**

**This position is not covered by the State Personnel Merit Rules.**