

Position: Administrative Assistant II

Department: Regulatory Affairs – Enforcement & Compliance/ Investigations

Job Description: This position will work in both the Enforcement and Compliance Division and the Investigations Division.

- Process and prepare correspondence; to include legal correspondence
- Handle telephone calls and walk-ins
- Assist with preparation of reports and legal documents
- Prepare and track files as directed in both Divisions
- Document and update database entries
- Copy and scan documents, orders (including legal orders) and reports
- Filing and archiving of records
- Assist Division Managers and Legal Assistant

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 legal, public administration, or a related degree.
- At least 3 years of progressively responsible experience as an Administrative Assistant in a professional environment
- Experience with a legal entity is preferred, but not required.

Salary: \$28,000

No phone calls or office visits.

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