



Michael Watson

SECRETARY OF STATE

Secretary of State's Office Business Services & Regulation Division Administrative Support Specialist

The candidate will be a primary point of telephone and email contact for our Regulation and Enforcement Division. The candidate will support investigative and legal staff with filing, scanning, and other administrative support functions.

Responsibilities:

- Phone – answer Regulation's main phone line (9055) and direct calls to appropriate person; answer the notary phone line as backup for notary person.
- Mail – go through incoming mail and distribute to appropriate recipient's box, send mail for staff as requested (certified mail for all staff and most correspondence from legal).
- Timesheets – review staff timesheets for accuracy; transfer timesheets to HR, distribute leave balances as periodically sent from HR.
- Supplies – monitor file room supplies weekly. Stock paper, letterhead, etc. in the two large printers in/near the file room and the one in the ASOS' suite, ordering supplies as needed/requested, and keeping the file room as tidy as possible.
- Scanning and copying – scan all exam and legal files to the R drive upon completion, scan and copy as needed for staff, large scanning project to be done when time permits– scan all files in file room to R drive and put in a box to be shredded.
- Files and filing – create legal files as needed, support legal staff with filing assistance.
- Notary backup – answer incoming Notary calls and perform as backup to principal notary processor.
- Other - other administrative duties as assigned.

Requirements:

- High School diploma plus 4 years administrative or customer service experience; or associate degree and at least 1 year of administrative or customer service experience.

- Basic computer skills: a working knowledge of Microsoft Office products, including Outlook, Excel, and Word, the ability to use various databases to view and catalog information, and familiarity with the internet.
- Ability to meet deadlines and work within a team.
- Ability to set priorities and manage multiple responsibilities at once.

Preferred:

- State government experience
- Data entry experience
- Customer service experience