



# Michael Watson

## SECRETARY OF STATE

### **Secretary of State's Office Business Services and Regulation Division Administrative Specialist**

The candidate will be a primary point of contact for all cemetery annual reports, preneed loss recovery quarterly reports, and athlete agent applications in Mississippi. The candidate will also be responsible for ordering supplies, keeping the copier stocked, and various other administrative tasks. The candidate will be expected to learn several proprietary data entry software programs and will be the Division's secondary contact for notary processes and administrative procedure rule filings.

#### Responsibilities:

- Learn and use the Agency's proprietary Administrative Bulletin and Code, Star, Loss Recovery, Notary, and Athlete Agent databases, including entry of all rule filings, code uploads, cemetery reports, loss recovery reports, and athlete agent registrations.
- Familiarize himself or herself with the Mississippi statutes and rules for Administrative Procedures, Perpetual Care Cemeteries, Preneed Loss Recovery, and Athlete Agents.
- Answer questions of registered and prospective perpetual care cemeteries, preneed loss recovery filers, Administrative Procedure rule filings, notaries, and athlete agents and other customers regarding those respective laws in Mississippi.
- Provide support to legal and examination staff with administrative duties.
- Complete special projects and various other administrative tasks as assigned by Director and Assistant Secretary of State.

#### 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
- Experience in legal-related work