



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 scrap metal registrations and cemetery annual reports. The candidate will be the secondary point of contact for administrative procedures rule filings, athlete agent applications, notary and service of process duties. The candidate will be expected to learn several proprietary data entry software programs and will process incoming rules, reports, and applications with great attention to detail.

Responsibilities:

- Learn and use the Agency's proprietary Administrative Bulletin and Code, Star, and Athlete Agent databases, including entry of all rule filings, code uploads, cemetery reports, and athlete agent registrations.
- Learn and use LeadsOnline to process scrap metal registrations.
- Familiarize himself or herself with the Mississippi statutes and rules for administrative procedures, perpetual care cemeteries, athlete agents, notary, and scrap metal dealer registrations.
- Answer questions from the public and other agencies in regards to administrative procedures, perpetual care cemeteries, athlete agents, notary, service of process, and scrap metal dealer registrations
- Serve as the main administrative contact for the Division (answering phones, completing purchase requests, etc.)
- Complete special projects as assigned by Directors 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