



Michael Watson
SECRETARY OF STATE

Secretary of State's Office
Charities Division
Charities Review Officer

- Process mail for the Division
- Prepare certified mail for the Division
- Look up certified mail delivery confirmations for legal cases bi-weekly
- Order and maintain supplies for the Division
- Process charity renewal registrations
- Process charity trigger registration files for red flags to refer for an exam
- Process legal files by changing statuses in STAR, scanning Orders to the STAR filings and to be posted on the website, and forwarding file to Director to close.
- Coordinate box transmittal and retrieval from offsite storage
- Serves as Unit Coordinator for the Division
- Prepare Annual Report on Charitable Organizations for "Check your charity" campaign
- Respond to charity customer service emails received daily
- Answer charity phone calls
- Special projects as needed