



Michael Watson SECRETARY OF STATE

Gulf Coast/Tidelands Scanning Clerk

This position will be a time-limited position of approximately 1 year to complete scanning project.

- Review, organize, rename, and scan in all hard copy documents.
- Transfer document into LAP system online data base.
- Assist with Customer Service inquiries; provide information in response to general and business services inquiries, to include contact information for other agencies.
- Assist with telephone calls to direct calls to the appropriate Coast or Jackson person or division.
- Perform general office duties (copy projects, filing and occasional typing) as necessary.
- Assist the Coast office staff as needed.
- Assist with receptionist duties as necessary.

Requirements:

- Must be able to meet deadlines, produce high quality work product, and work with a team
- Must be familiar with Microsoft Office Suite (Outlook, Word, Excel, etc)