



## **Michael Watson** SECRETARY OF STATE

### **Secretary of State's Office Gulf Coast/Tidelands Administrative Assistant**

- Greet all walk-in clients or visitors.
- Assist with Customer Service for general and business services inquiries, including assistance and information for other agencies and by providing additional agency numbers.
- Answer and direct most incoming phone calls.
- Property research in confirmation lawsuits and sale of tax-forfeited parcels to determine any related tidelands or coastal preserves issues for the three coastal counties.
- Responsible for physical, electronic creation and mapping of new files (DMR Applications, etc.), maintaining electronic data entry and electronic filing of permits.
- Scanning physical files into online database.
- Filing of my working files, permits, etc.
- Perform general office duties (copy projects, filing processing incoming and outgoing mail and occasional typing).
- Process requests for office supplies and inventories of materials and supplies.
- Responsible for reviewing print newspapers and computer media to determine news articles relevant to public lands issues and other issues of interest to the Secretary of State's office

#### **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)