



Michael Watson SECRETARY OF STATE

Secretary of State's Office Regulation and Enforcement Division Administrative Specialist

The candidate will serve as the primary point of contact for Administrative Procedures Act filings, provide backup support for athlete agent and scrap metal registrations, and assist with the Business Filing Fraud Act process. The candidate will learn the Agency's proprietary data entry software programs and process assigned filings and applications with close attention to detail.

Responsibilities:

- Learn and use the Agency's proprietary Administrative Bulletin and Code, Star, Loss Recovery, and Athlete Agent databases, including entry of all rule filings, code uploads, cemetery reports, loss recovery reports, and athlete agent registrations.
- Develop and maintain familiarity with Mississippi statutes and rules governing Administrative Procedures, Pre-need, Loss Recovery, Perpetual Care Cemeteries, Athlete Agents, and Scrap Metal registrations, as well as the Business Filing Fraud Prevention Act.
- Answer questions from the public and other agencies regarding administrative procedures rule filings.
- Provide backup assistance, with athlete agent and scrap metal registrations, including related inquiries and administrative tasks.
- Assist with reviewing and processing Business Filing Fraud Act submissions, including organizing records and completing related administrative tasks as assigned.
- Complete special projects assigned by the 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 the legal field