

**Position: Administrative Assistant II**

**Department:** Regulatory Affairs – Enforcement and Compliance

**Job Description:** This position will work in ADRE's Enforcement and Compliance Division and will report to the Enforcement and Compliance Manager.

**Duties include:**

- Processing and preparing correspondence; to include legal correspondence and documents for internal staff and Managers, the Attorney General's Office and Respondent and his/her attorney.
- Assisting with preparation of reports and legal documents
- Preparing and tracking of case files
- Maintaining and updating the Division calendar, including notations of response deadlines and hearing dates
- Communicating with ADRE staff and respondents and their attorneys regarding meeting schedules
- Documenting and updating database entries in both of ADRE's internal databases Copying and scanning documents, orders (including legal orders) and reports
- Filing and archiving of legal records
- Assisting Division Manager and Legal Assistant
- Receiving calls on busy phones
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Strong oral and written communication skills, as well as the ability to analyze data/ complex information and convey it in a clear and concise manner
- Extensive use of Microsoft Office products (Word, Excel, Publisher and Outlook particularly), preferably through MS Office 2010 version
- Ability to work within deadlines
- Ability to organize, prioritize and perform multiple tasks on a daily basis and work as a team player within several divisions
- Ability to understand written and verbal instructions and complete assigned tasks accurately
- Ability to exercise good judgment in safeguarding confidential and sensitive information
- Ability to exercise diplomacy when dealing with people in sensitive situations
- Extensive experience operating standard office equipment including desktop computers, copiers, scanners, and fax machines

- Interpret and implement State statutes, administrative rules, and procedures as necessary
- Establish and maintain effective cooperative relationships as necessary to conduct work product

**Desired Qualifications:**

- An Associate's degree or higher from an accredited College or University in legal, public administration, or a related degree;
- At least 3 years of progressively responsible experience as an Administrative Assistant in a professional environment;
- Experience with a legal entity is preferred, but not required

**Salary Range: \$28,000/yr - \$30,000/yr, depending on qualifications**

**No phone calls or office visits**

**This position is not covered by the State Personnel Merit Rules.**