

DIVISION: INFORMATION TECHNOLOGY DIVISION

***** APPOINTMENT **X** PROMOTION **X** RELOCATION

JOB TITLE: ADMINISTRATIVE ASSISTANT

**Current part-time and temporary employees are eligible to apply for this position.*

OFFICE: COLP ADMINISTRATION **LOCATION:** ENFIELD

B.U.: 43 **S.G.:** 17

APPLICATIONS MUST BE RECEIVED BY: **NOVEMBER 7, 2016**

POSTING NUMBER: 16-4000-007

The Commission on Official Legal Publications (COLP) is seeking an individual for its Business Office. The qualified individual will be responsible for operating the Business Office accounting and subscription system with responsibility for daily cash receipts and bank deposits in adherence to strict timelines. Additionally, the desired applicant will provide customer support with orders and specifications, complete data organization, retrieval and production of finished data records, prepare reports, correspondence, notifications, records and activity logs and perform general office support. Excellent customer service and communication skills required. Proficiency in MS Office, Excel and Word desired. Provides support and backup for the office accountant and other staff as needed.