



STATE OF MAINE
EXECUTIVE DEPARTMENT

OFFICE OF PUBLIC ADVOCATE

SPECIAL ASSISTANT TO THE PUBLIC ADVOCATE

Class Code: 0765

Public Service	Career Diversity
Retirement	Promotional Opportunities
Benefits	Over 10,000 Employees
Paid Holidays	Statewide Locations
Training	Seasonal Jobs
Full Time	Part Time

Opening Date: March 20, 2015 **Closing Date:** April 17, 2015

Location: Hallowell, ME

Position Type: Full Time

Grade/Salary: 20 \$33,529.60 - \$45,281.60

APPLICATION PACKETS SHOULD CONSIST OF:

A State of Maine Direct Hire application, cover letter, and resume.

Direct Hire Application forms can be obtained by contacting the Office of Public Advocate at 287-2445 or by accessing the state of Maine website at http://www.maine.gov/bhr/state_jobs/direct_jobs.shtml

APPLICATIONS MUST BE RECEIVED BY: April 17, 2015

SEND COMPLETED APPLICATIONS TO:
Office of Public Advocate
Patty Moody-D'Angelo
112 State House Station
Augusta, Maine 04333
(phone: 207-287-2445)
patty.j.moody-dangelo@maine.gov

BENEFITS:

Value of State's share of Employee's Retirement:
22.07% of pay

Value of State-paid Dental Insurance: \$13.13 biweekly

Value of State-paid Health Insurance*:

Level 1: 100% State Contribution = \$363.77 biweekly (employee pays nothing)

Level 2: 95% State Contribution = \$345.58 biweekly (Employee pays: 5%)

Level 3: 90% State Contribution = \$327.39 biweekly (Employee pays: 10%)

Level 4: 85% State Contribution = \$309.20 biweekly (Employee pays: 15%)

*The level of actual value of state paid Health Insurance will be based on employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

JOB DESCRIPTION:

The Office of the Public Advocate, State of Maine Executive Department, represents the interests of Maine residential users of utility services, including electricity, natural gas, water and telecommunications.

This is professional services work providing administrative support in reception and clerical functions for the Office. Work is performed under supervision of the Research Assistant (Public Service Manager II). You will also work directly with the Public Advocate and the staff of the Office of the Public Advocate

In this position, you will be responsible for:

- Receiving and greeting visitors and determining customer needs.
- Receiving, directing, and relaying telephone calls, faxes, mail and emails in a timely manner.
- Maintaining the office calendar, case schedule, vacation/out of office work schedule.
- Preparing and filing documents electronically with courts and administrative agencies.
- Assisting attorneys in formatting briefs, testimony and other documents and preparing supporting materials for hearings and appearances.
- Drafting standard business/legal correspondence on behalf of attorneys.
- Managing the archiving and retention of documents and case files.

The position is based in Hallowell, Maine.

QUALIFICATIONS:

A successful applicant will have training, education, or experience in office and administration support work and the demonstrated ability to exercise judgment, initiative, and discretion. Knowledge and experience with legal terminology and legal practice recommended but not required.

Questions regarding this position should be directed to Patty Moody-D'Angelo, at 287-2445 or email patty.j.moody-dangelo@maine.gov