



# Administrative

## Assistant II

- Perform a broad variety of clerical, secretarial, and administrative support duties including answering phones, customer service, processing mail, filing and scanning documents.
- Receive and process cannabis agent card applications; answer incoming questions from applicants regarding the status of their application.
- Must be proficient in the use of agency portals & computer systems; be able to research authorized personnel information, licensee information, etc. and review Department of Public Safety background check results.

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