

Office Secretary Cover Letter

6277 Cruickshank Roads Monahantown, OH 12330

Dear Denver Schroeder,

In response to your job posting for office secretary, I am including this letter and my resume for your review.

In the previous role, I was responsible for business office services and clerical support to patients and staff under the UMC RHMG under the supervision of Department Manager and/or designee.

Please consider my experience and qualifications for this position:

- Coordinating preparation of responses to Ministerial correspondence
- Managing cross-cluster advice and preparation of Justice input to government submissions
- Coordination of Ministers' parliamentary business including advice on questions on notice and Budget Estimates briefings
- Strong analytical and problem solving skills to evaluate diverse and complex subject matter, using sound discretion and judgment
- A sound understanding of the NSW justice and legal systems and Government policy, direction and political sensitivities
- Superior capacity to critically assess and provide constructive feedback on written material in the context of Ministerial requirements
- Ensuring advice on appointments is provided to the Attorney General and other stakeholders in a timely manner
- Managing the appointment, reappointment and removal of justices of the peace

Thank you for your time and consideration.

Sincerely,

Shiloh Gislason