



## **JOB ANNOUNCEMENT**

### **INFORMATION SUPPORT COORDINATOR December 13, 2018**

The Children's Division is seeking applicants to fill an Information Support Coordinator position within the FACES System's Unit. This position will be responsible for Children's Division Security and Help Desk support for Children's Division Online Invoicing. **This position is based in Cole County-Central Office and will be dual occupied for two months for cross training.**

#### **JOB DUTIES**

The primary job duty for this position will be the Children's Division (CD) Security Officer. Responsibilities include, but not limited to the following; providing training and support to local CD Security Officers, reviewing and approving all ASAP's submitted by local CD Security Officers, validating and entering security requests for contracted agencies, processing TRANS agreements between other divisions, maintaining the FACES security matrix, processing requests for access into external systems, and periodic audits of security access. In addition, this position will be the lead Help Desk support for CD Online Invoicing for Residential and Children's Treatment Services providers. Technical and/or training support will be provided to callers via the FACES Help Desk. It is preferable, but not required, that qualified candidates have some FACES knowledge and Children's Division background. **No other technical knowledge is required.**

#### **EXPERIENCE AND EDUCATION**

Four or more years of office or related clerical experience, including two or more years of experience above the entry level with primary responsibility for entering/editing information into, and retrieving information from, a networked application and office automation system; and possession of a high school diploma or proof of high school equivalency.  
(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year.)

**SALARY RANGE:** \$1,194.50- \$1,654.50 semi-monthly

**TO APPLY:** Qualified applicants who are interested in applying for this position should send a completed DSS application (<https://dss.mo.gov/hrc/pdf/mo886-1315.pdf>) and transcripts (if applicable) to Leanne Leason at [Leanne.D.Leason@dss.mo.gov](mailto:Leanne.D.Leason@dss.mo.gov) by 5:00 pm on December 31, 2018.

**RECRUITMENT AREA:** Accepting from qualified applicants

**APPLICATION DEADLINE:** December 31, 2018

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