



JOB ANNOUNCEMENT

Office Support Assistant Children's Division January 11, 2019

The Children's Division is seeking applications for the position of **Office Support Assistant** in **Circuit 25 (Maries, Phelps, Pulaski, Texas County)**. **Position will be based in Phelps County.**

JOB DUTIES: Types, utilizing a computer keyboard and word processing software, and edits a variety of material, frequently involving technical or specialized terminology; transcribes from dictating equipment. Reviews documents for accuracy, completeness, and compliance. Composes routine correspondence; proofreads and/or finalizes letters, memorandums, reports, or other documents for approval and/or signature. Establishes and maintains filing systems; prepares records for storage and/or archiving. Prepares purchase and supply requisitions, personnel and/or payroll records, time and leave records, expense accounts, or other program or agency documents; arranges travel and accommodations; maintains equipment and supply inventory. Processes and distributes mail according to established procedures; prepares material for mailing utilizing automated equipment when applicable. Serves as receptionist or information clerk; determines purpose of contact; provides general information and assists in preparation of forms if needed; directs individuals to proper destination; receives and distributes messages; and schedules and/or arranges appointments as necessary. Prepares and summarizes data or reports from a variety of sources in accordance with specific instructions or procedures. Enters and updates information in automated systems; develops routine spreadsheets and databases; utilizes various software packages in the performance of duties. Operates standard office equipment. Performs other related work as assigned.

QUALIFICATIONS: (The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.) Six or more months of experience in clerical or general office support work; and possession of a high school diploma or GED certificate. (*Training from an accredited vocational or business school in Office Management, Secretarial Science, or a closely related area may substitute on a month-for-month basis for the required experience at a rate of 3 earned credit hours, or 40 clock hours, for one month.*) (*Earned credit hours from an accredited college or university may substitute on a month-for-month basis for the required experience at a rate of 3 earned credit hours for one month.*)

SALARY RANGE: \$987.17 - \$1013.67 semi-monthly

TO APPLY: If interested please contact Carolyn Gerber at 573-774-3471, ext. 239 or Carolyn.F.Gerber@dss.mo.gov by 5 p.m. on or before January 28, 2019 to schedule a personal interview.

You will need to submit a completed DSS Application at the time of the interview.

ACCEPTING APPLICATIONS STATEWIDE

APPLICATION DEADLINE: Deadline for applications is January 28, 2019

DSS IS AN EQUAL OPPORTUNITY EMPLOYER